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ABSTRACT

This document is a guide to library resources in the I. D. Weeks Library at the University of South Dakota, Vermillion. The guide was designed to accompany an academic library instruction course, "Use of Library Resources, A & S 111." The purpose of the course is to familiarize students with the facilities of the I. D. Weeks Library; to acquaint students with the basic sources of information that a university student should be familiar with; and to provide practice in using these resources. The course outline and nine assignments are included at the end of the manual. Thirteen chapters comprise this guide: (1) introduction to the I. D. Weeks Library, including library and brief descriptions of the departments; (2) selected library departments and services; (3) miscellaneous services and resources; (4) classification of books; (5) guidelines for using the online catalog; (6) print periodicals titles; (8) electronic indexes; (9) government documents; (10) the map collection; (11) news indexes; (12) biographical information; and (13) essays in collections. The library floor plan is appended and nine assignment worksheets are included. (AEF)

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I. D. Weeks Library
University of South Dakota
Vermillion, SD
1995

I.D. Weeks Library

Guide to Library Resources

IR056235

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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INTRODUCTION

FOR A & S 111 STUDENTS

The purpose of the course is (1) to familiarize you with the facilities of the I. D. Weeks Library, (2) to acquaint you with the basic sources of information that a university student should be familiar with and (3) to give you some practice in using these resources. **Use of Library Resources, A & S 111** is not designed to be a comprehensive course: it does provide an avenue to explore, on a cursory basis, the resources that a medium sized academic library has to offer. The ultimate goal is that you will develop basic library research skills that can be applied throughout your academic career and later in life.

After completing all of the assignments, you will be able to:

1. Locate the major facilities and services in the I. D. Weeks Library.
2. Use the Online Public Access Catalog (PALS) effectively.
3. Be able to locate books and other resources in the stacks of the I. D. Weeks Library through the use of call numbers, etc.
4. Be able to use selected electronic resources available to the public.
5. Use the basic paper indexes to periodicals, newspapers, book reviews and essays in collections.
6. Use microforms and equipment.
7. Use selected print reference sources.
8. Use selected map resources

The assignments are intended to help you find your way around the library and to give you hands-on-experience in using some of the more important resources. **Take your time, read each chapter carefully and proceed at your own pace.**

INSTRUCTIONS FOR A & S 111 STUDENTS

1. Read each chapter carefully before completing the assignment that goes with it.

2. Set up a regular schedule to work on the assignments. Take your time and browse through the resources and see how you can apply them to your course work or personal interests.

3. Please leave the sources you use in the area where they belong so that your classmates will not have difficulty finding them.

4. Check back with me regularly to see how you are progressing with the course.

5. Keep your textbook, it will come in handy the next time you have a library research term paper assignment.

CHAPTER ONE

INTRODUCTION

THE I. D. WEEKS LIBRARY

The I. D. Weeks Library is a general university library, serving the entire campus and the community. From its beginning as a "reading room" in the Academy Building (Old Main) in 1882, the library has attempted to meet the intellectual and personal research needs of the students and faculty of the university. The Weeks Library holds approximately 400,000 volumes, subscribes to over 2,000 periodical titles and is a selective depository for United States government publications and a full depository of South Dakota state government documents. The library has undertaken an active archival program and has gradually developed an extensive South Dakota materials collection.

The U.S.D. library system consists of the I. D. Weeks Library, Lommen Health Sciences Library, which supports medicine and health related activities and the McKusick Law Library, a professional library for the law faculty. The I. D. Weeks Library is an academic support unit of the University of South Dakota, located administratively within the Academic Affairs Division of the University. Though the libraries are autonomous, there is a strong cooperative relationship between the three libraries. The law, medical and the I. D. Weeks Library (as well as the Vermillion Public Library) can be accessed simultaneously as one unified catalog by using the following online catalog command. Type at the prompt USM=>**te ver (term(s) to search)** and the computer will respond with results and the libraries which house the materials in the Vermillion area.

The following is a brief description of some of the departments in the I. D. Weeks Library, including their functions, service areas, etc.

> The **Acquisitions Department** located on the main floor is responsible for ordering library materials of all kinds and selects many of the books purchased by the library.
>
> The **Archives** consists of two major collections: the Richardson Manuscripts Collection, which contains primary source materials relating to South Dakota; and the University Archives, which encompasses all historical records pertaining to the University. The Archives is located on the third floor.
>
> The **Cataloging and Technical Processing and Periodicals**

Department is located on the main floor and organizes library materials and incorporates them into the library's collections.

The **Circulation Department** is responsible for the control of materials charged out by patrons and keeping track of materials. The department also provides services such as group/individual study rooms, rental lockers, reserve desk, lost and found and change making for photocopiers. Located near the main entrance on the first floor.

The **Extension Services Librarian** provides reference service and course-related bibliographic instruction to USD off-campus students. The Extension Services Librarian also provides access to materials the I. D. Weeks Library owns, as well as assisting patrons with interlibrary loan requests and online database search requests.

The **Government Documents/Business Librarian** provides collection development and reference assistance in the area of United States and South Dakota Government publications. The Documents librarian's office is on the located on the main floor of the library. The Documents collection is located on the second floor.

The **Interlibrary Loan Department** acquires through online utilities and mail library materials not owned by USD for purposes of research and serious study. This library borrows these materials on your behalf from other libraries. The Interlibrary Loan office is located on the main floor.

The **Learning Resources Laboratory** located on the second floor, maintains microforms, videocassettes, K-12 textbook collection, Youth Collection, CDs, phonodiscs and ERIC microfiche.

The **Reference Department** is responsible for helping faculty, students and other library patrons interpret library resources. The department is located on the main floor.

The **Research Instruction Librarian** provides instruction in traditional library resources including newer technologies. Instruction in research methods and strategies to access the Internet, and other remote databses. The research instruction office also provides access to over 300 databases, using online database vendors such as DIALOG, BRS, STN and Wilsonline.

LIBRARY HOURS

Fall and Spring Semesters

Monday-Thursday	7:30 a.m. - Midnight
Friday	7:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - Midnight

Summer Session

Monday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	Closed
Sunday	1:00 p.m. - 11:00 p.m.

Library "hours" can be accessed by pressing the **Hours** key on the online catalog keyboard.

During interim periods the library is open Monday-Friday from 8:00 a.m. - 5:00 p.m. Notices of changes in hours are posted in the library's main lobby. Hours vary during holidays.

HOURS IN SPECIAL SERVICE UNITS

Documents Collection

The documents staff is on duty as follows:

Monday-Friday	8:00 a.m. - 5:00 p.m.
Saturday-Sunday	not staffed

Information Desk Hours (Reference)

Monday-Thursday	8:00 a.m. - 5:00 p.m. 7:00 p.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - Noon 2:00 p.m. - 5:00 p.m.
Sunday	2:00 p.m. - 5:00 p.m. 7:00 p.m. - 10:00 p.m.

Richardson Archives/University Archives
By appointment

Chilson Room - Special Collections
By appointment

Learning Resources Laboratory
This department is open whenever the library is open.

CHAPTER TWO

SELECTED LIBRARY DEPARTMENTS AND SERVICES

REFERENCE DEPARTMENT

The main floor reference desk is the information center of the library. This desk is located on the first floor of the library. If you need help locating information in the library consult with a reference librarian.

Some of the duties of a reference librarian:

1. Provides bibliographic lectures and tours of the building.
2. Utilizing both traditional reference sources and computer-databases assists students and faculty with research.
3. Compiles bibliographies on special subjects for faculty members.
4. Selects materials for the reference collection and the library's general collections.

Reference Services

Reference Collection

The **reference collection** contains an extensive assemblage of dictionaries, encyclopedias, handbooks, yearbooks, directories, indexes (paper and CD-ROM) and many general informational books on a variety of subjects. Books in the reference collection are arranged by Library of Congress (LC) call number on the shelves located near the main floor reference desk. Reference books may not be checked out of the library. All books found in the reference collection are listed in the Online Catalog, and may be readily identified by the "reference" designation located before the call number. Note the example below from the Online Catalog:

```
=================================================================
   Screen 001 of 001 Record 0023 of 24 USD
   LOCATION:  LAST VOL IN REFERENCE 1ST FLOOR HA 202 .u54x
      TITLE:  USA Statistics in brief
  PUBLISHER:  [Washington, D.C.] : U.S. Dept. of Commerce
  DESCRIPTN:  v. ; 14 x 51 cm. folded to 14 x 11 cm.
    SUBJECT:  United States--Statistics--Periodicals
=================================================================
```

Example of a call number on spine label on a reference book:

```
 - - - -
| Ref    |
| HA 202|
| U54x   |
```

Besides the reference collection, the library also maintains a large collection of **annual reports** issued by business corporations. Annual reports are arranged alphabetically in the file cabinets located near the reference desk.

The reference area also houses an up-to-date collection of college catalogs (micro-fiche) and selected telephone directories for the larger communities in the United States.

Bibliographic Lectures and Instruction in Library Use

Students are encouraged to take advantage of the library's instruction program and to participate in library instructional activities. The library's instruction program comprises the following activities:

General orientation tours/lectures for new students. This activity includes instruction in the use of the library's Online Catalog, periodical indexes and CD-ROM products and general introduction to the library and its services.

Seminars/workshops on using the library. Periodically the library staff offers seminars on the use of specific library resources. Some of these activities include use of ERIC CD-ROM, PsycLIT CD-ROM or GPO CD-ROM, and may focus on specific collections such as Government Documents or the Learning Resources Laboratory.

Library courses available for credit are; A & S 111, 311 and 511.

A & S 111 is a one-hour credit course designed to instruct students with very little library background in the use of basic library research tools such as indexes, periodicals, book reviews, the online catalog, reference books, government documents, and other library materials.

A & S 311 and **511** provide bibliographic instruction and library research methods in the student's area of specialization.

Interlibrary Loan/Document Delivery Department

USD faculty and students may use the interlibrary loan service to borrow books or to obtain photocopies of periodical articles whenever these research materials are not available on the USD campus. Interlibrary loans enables the researcher to obtain from another library supplemental materials which are not in the I. D. Weeks Library. This service makes available to library users the holdings of most libraries in this country. When submitting requests, keep in mind that certain materials cannot be borrowed through interlibrary loan and that the length of time required to receive an item on interlibrary varies according to factors beyond the control of the I. D. Weeks Library. In addition, the I. D. Weeks Library must observe any conditions of use which may be imposed by the lending library, such as: no renewals, no copying or in-library use only. In some instances, the lending library will charge a fee for supplying a book, photocopy or other material. Any such charges must be paid by the person who requested the loan. Every effort is made to obtain materials from libraries known not to charge such fees. There is no charge for services provided by the I. D. Weeks Library staff.

Interlibrary loan request forms are available in the Interlibrary Loan office, Circulation Desk, and at the Reference Desk. Fill in the form as completely as you can. Telephone requests are not taken unless you are affiliated with a USD extension site.

The I. D. Weeks Library provides USD faculty with a subsidized rapid document delivery service to CARL's UnCover2 journal collection.

What UnCover2 provides:

Access to 17,000 unique multidisciplinary journals
Full text of articles, 1988 to present
FAX delivery to the I. D. Weeks Library
Delivery of articles is usually within 48 hours

For journal articles not available in the I. D. Weeks Library or the MINITEX Interlibrary Loan region (Minnesota, South Dakota, and North Dakota) USD faculty can obtain the full text of articles contained in the UnCover2 collection.

USD faculty and students also have direct access to UnCover, a periodicals database of CARL Inc., (Colorado Alliance of Research Libraries), covering 17,000 multidisciplinary journals. The Uncover database covers journals from 1988 to the present and can be searched by keyword, author's name or journal title. Access to Uncover is available through Internet by typing at your system prompt **telnet database.carl.org** or you can use one of the dedicated PALS online terminals and starting your session at the system prompt **set host car**.

Extension Services

Faculty and students involved in USD off-campus courses have access to the I.D. Weeks Library's resources through extension services. Assistance is given in the areas of library instruction, reference service and document delivery. Bibliographic instruction usually occurs at the site where the class is held, whereas reference service can be provided over the phone, fax, e-mail or U.S. Mail. Materials can be requested using the Library Request for Materials Form. Those items that are owned by the I. D. Weeks Library will be provided free of charge; materials not owned will be treated as an interlibrary loan request. Patrons may utilize Online Search Services by completing the Online Search Services Request Form.

Online Datebase Search Services

Online database search services offered through the Research Instruction Office of the I. D. Weeks Library is designed to provide researchers with specialized bibliographies of material relating to their search topics. This is accomplished by searching computer files, called databases, to retrieve citations to published material. The service does not provide the research material (although the library can in most cases order the material at cost), but will direct the researcher to it. The function is similar to manual searching of printed indexing and abstracting services; however, with computer searching, a greater variety of material can be obtained with improved consistency and considerable savings of search time.

Through its online search service, the library provides access to over 300 databases, using online database vendors such as DIALOG, BRS, and Wilsonline. In consultation with the person requesting a search, the library's Research Instruction Librarian conducts BRS and DIALOG searches on a computer terminal hook-up. The library provides this service on a cost recovery basis, which includes a telecommunications fee for dialing into a searching service (DIALOG or BRS), a charge for the time online in a database and a cost for each reference printed offline or online. The cost varies, depending on the database(s) being searched the complexity of the search, and the number of references retrieved. To initiate a search, contact the Research Instruction Librarian.

Circulation Department

The Circulation Department is located on the main floor of the library near the main entrance of the library. All books, periodicals, government documents, media, maps and pamphlets must be checked out at the circulation desk. Resources located in the

Lommen Health Sciences Library must be charged out at the Lommen Health Sciences circulation desk located immediately adjacent to the main floor I. D. Weeks Library circulation desk.

A valid USD ID card is required to check out library materials and to gain access to other services. Materials needed for reserve may be **recalled** at any time. All items loaned out can be recalled after the first initial checkout period, normally 28 days. Students may use the Online Catalog to request materials charged out to another person by placing a "**Hold**." The Online Catalog command for this process is:

type hld (your bar code number (on back of ID card), (and your last name)

The "hld" command is used in conjunction with a bibliographic search. To place a hold without first doing a bibliographic search (AU, TI, etc), you must have the item's barcode number.

When the book is returned, notice is sent to the person who placed the hold request indicating that the book is now available for use. Books will be held for one week at the Circulation Desk.

Loan Periods for some library materials are:

Books:	28 days maximum. May be shorter toward the end of the semester.
Periodicals:	Overnight loan, 3 hours before closing to be returned 2 hours after next opening.
Pamphlets:	28 days maximum. May be shorter toward end of semester.
Documents:	28 days maximum. May be shorter toward the end of the semester.
Current periodicals:	Do not circulate
Reference books:	Do not circulate
Audio CDs	Two weeks
Videos	3 days

It is sometimes possible to check out library materials that do not normally circulate, such as reference books or current periodicals. Special permission to take such material from the library is granted only by the Reference Librarian, Circulation Librarian, or librarian supervising the department or unit where the material is located.

You can check your borrowing record on the Online Catalog by using the "DPD" command. On the Online Catalog enter the **display patron detail (DPD)** command followed by your bar code number and password. The password is your last name.

For example: at the prompt USD=>type DPD your bar code number and your last name

```
USD=>DPD 21594000381234 smith
```

The online catalog responds with a list of materials you have borrowed or have placed on hold and the fines you may have.

Fines are levied for lost, damaged or **overdue** library materials. The library will send overdue notices for items not returned shortly after their due date. Failure to receive this courtesy notice in no way relieves the borrower of his/her obligation to return the item(s) by the due date. Responsibility is assigned the person whose name appears on the I. D. Card when the book is presented for charge out. Books cannot be renewed over the phone.

Book fines: $.10 per day, maximum overdue fine on any title is $5.00.

If you are unable to locate materials that should be on the shelves, inquire at the circulation desk for assistance.

Reserve Desk

When an entire class is required to read a specific chapter in a book and/or an article in a magazine or newspaper, that item is placed on **Reserve** in the library so that each student has a fair chance to obtain it. Items placed on reserve by your instructor(s) may be located by using the Online Catalog and the command "**res**," followed by any of the following: course number, the instructor's last name, the course name, title of the reserve item or the department name. When the item has been located and displayed, the reserve call number will be shown in the LOCTN area of the bibliographic record.

To locate reserve reading materials listed by instructor:

type at the prompt USD=>res instructors last name

```
USD=>res smith
```

To search by department, type RES followed by the department name:

type at the prompt USD=>res Art

The reserve circulation policy is the following:

2 hour reserves are limited to in library use.
24 hour reserves can be taken out of the building and are due back the following day at the same hour they

were checked out.
3 days checked out of the building.
1 week checked out of the building.

Learning Resources Laboratory

The **Learning Resources Laboratory** (LRL) adds a multi-media dimension to the library print resources. Located on the library's second floor, the lab houses:

- Microfilm
- Microfiche
- Phonograph recordings
- Cassette recordings
- Multimedia kits
- Filmstrips
- Slides
- Study prints
- Videos
- Children's books
- Transparencies
- Transparency Masters
- CDs and CD player
- Pamphlets
- Pictures
- Educational games
- Standardized tests
- K-12 textbooks
- Software

Selected study carrels in the LRL are equipped with the hardware necessary for viewing and listening.

Special collections include the **ERIC** microfiche collection of research materials in education; the K-12 textbook collection, featuring review copies of textbooks in use in the public schools; the Indian studies collection of K-12 materials related to Native Americans; a file of standardized tests and the **Kraus Curriculum Development Collection**.

Special services include provision for viewing videos, and groups up to 10 can be accommodated. Arrangements may be made ahead of time by contacting the LRL staff. Turntables and CD players with headphones are available for listening to the sound recording collection.

The Learning Resources Laboratory also houses back issues of the New York Times, The Sioux Falls Argus Leader, The Wall Street Journal and the London Times on microfilm. Reader-printers capable of making copies of the microfilm are available in the LRL.

The LRL contains its own collection of reference books. These include children's encyclopedias and bibliographies and selection tools for children's and young adult literature.

The LRL houses the **Resources in Education** (RIE) microfiche collection of over 200,000 documents in education and its related disciplines. These documents are gathered together by **ERIC** (an acronym for Educational Resources Information Center) a nationwide information service that acquires, evaluates, abstracts, indexes and lists (in Resources in Education) information in education. Under a central processing bureau at the U. S. Department of Education, the system processes important literature in the field of education so that information is more readily available nationwide. ERIC also makes available through its publication **Current Index to Journals in Education** (CIJE) indexes and abstracts to articles published in education journals and related disciples.

Since its establishment in 1966 the ERIC database which includes both **RIE** documents (microfiche) and **Current Index to Journals in Education** (CIJE) articles contains more than 800,000 abstracts.

The material in **ERIC** is indexed by subject, author and by the name of the sponsoring agency in the monthly abstract journal, Resources in Education (RIE) and Current Index to Journals in Education (CIJE). The abstracts called "resumes" in RIE and CIJE highlight the significance of each document and provide "ED" or "EJ" numbers which, in turn, lead the researcher to the microfiche copies of the documents (located in chronological order in file cabinets in the LRL) or to the appropriate journal resume. The majority of the documents in the RIE system are made available on microfiche. Each RIE document is given a unique designation, called an "ED" number through which the researcher can locate them in the file cabinets located on the Learning Resources Laboratory.

ERIC on compact disc (CD) provides an alternative means to searching Resources in Education or Current Index to Journals in Education paper indexes. ERIC on CD can be searched by subject, descriptor, author, etc., using the microcomputers housed in the reference department. The data stored on the CD-ROMs includes information from 1966 to the present. ERIC CD-ROM also includes references and brief summaries of journal articles as listed in **Current Index to Journal in Education** (CIJE). One can also select ERIC as database option on the PALS Online Catalog.

CHAPTER THREE

MISCELLANEOUS SERVICES AND RESOURCES

Art in the Library

The following art works are permanently displayed in the library; "Quipu" by Grete B. Heikes, an example of Andean rope art, and Crytesthesia #9 a work on handmade paper by Sue Carter Dahl. Various other art work is on display in the library on loan from the University art galleries.

Copyright Restrictions

The Copyright Law of the United States (Title 17, USC) governs the making of photocopies or other reproductions. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Copying

Five public photocopiers are available in the library for student and faculty use. The current cost of copying is $.05 per page (this amount is subject to change as circumstances require). Faculty, staff and students can purchase a photocopier duplication card in lieu of inserting coins for each copy. Photoduplication cards can be purchased at the Circulation Desk and are generally encoded for amounts from $5.00 to $10.00. Some departments have photoduplication cards available for their faculty which are pre-encoded to service I. D. Weeks Library photocopiers. Check with your department secretary about these cards.

Reader-Printers

The Learning Resources Laboratory houses one microfiche reader/printer and two microfilm reader/printers. These copiers provide reader service support for individuals using the library's microform collections.

Rare Materials in the Library

For a number of years, the library has been acquiring books, maps, prints and other documents relative to the early history of our state. These materials are located in the Herman P. Chilson Western Americana Collection.

Some of the more significant works in the collection include the following:

The North American Indians. Edward S. Curtis.
Published in twenty handsome leather volumes, accompanied by twenty folios of photogravure plates. The work was published from 1907-1930.

Travels in the Interior of North America. Maximilian, Prince of Wied. When the German adventurer, Prince Maximilian, explored the Missouri River Valley, he brought his personal artist, Karl Bodmer, with him. Bodmer's paintings are outstanding in their detail and accuracy. The library has the 1843 London, hand-colored, original edition of Bodmer's sketches.

North American Indians. George Catlin.
George Catlin was an American artist, traveler, and author who in 1832 visited what is now South Dakota. This two-volume work records Catlin's impressions of various American Indian tribes, with illustrations.

Carte de la Louisiane et du Cours du Mississippi.
Guillaume Delisle.
Published in 1718 in Amsterdam, this map is one of the earliest to depict the area that is now South Dakota.

Richardson Manuscripts Collection and University Archives

These two collections contain primary source materials, and because of the nature of the items, have special regulations for use. They are currently housed in the Arts & Sciences annex and must be used there.

The Richardson Manuscripts Collection contains papers relevant to the history of South Dakota, including the working papers of several former South Dakota governors.

The University Archives contain papers relating to the University, its departments and staff, including Presidents' papers, financial records, some student records, personnel files, faculty files and University publications.

Electronic Security System

The 3-M Book Detection Security System utilized in the library is designed to reduce our losses of library materials, whether through theft or carelessness. To avoid setting off the alarm unit, books, periodicals and other materials must be checked out properly at the Circulation Desk before they leave the building.

Group Studies/Conference Rooms

Facilities for small group conferences and short-term group study are available on a first-come, first-served basis. Three small group conference rooms can be reserved/scheduled at the Circulation Desk.

Best Sellers

The Best Sellers area is a space set aside on the second floor of the library for leisure reading and contains a collection of current best sellers and selected books of general interest.

Laboratory Collections

The library maintains small laboratory collections, mainly children's books, identified as "Youth Collection" in the Online Catalog, and a K-12 textbook collection. These are housed in the Learning Resources Laboratory and support the programs in the School of Education.

Newspapers

The library subscribes to over 75 foreign and domestic newspapers. Current newspapers are located on the main floor. Back issues (no more than three months old) of some selected newspapers may be acquired at the Circulation Desk. The Learning Resources Laboratory houses back issues of newspapers on microfilm including the Wall Street Journal, New York Times, the Sioux Falls Argus Leader, and the London Times.

Storage

From 1982-May 1995 the library housed its Dewey Decimal cataloged books, some older periodical titles and selected government documents in the old McKusick Library. These materials were transferred into storage to help cope with the growing space problems that the library was facing. There were well over 50,000 volumes housed in the storage collections. These collections are now located in the I. D. Weeks Library. The Dewey Decimal collection is housed on the third floor southeast corner.

Telephones

One public pay telephone and one campus phone are located in the lobby of the library. The Reference Collection houses a selected collection of regional and national telephone directories.

Theses and Dissertations

The I. D. Weeks Library maintains two copies of theses and dissertations completed at the University of South Dakota. One copy is kept in the circulating collection, third floor, and the other is maintained as an archival copy in the 3rd floor archives.

Use of the Library by Handicapped Persons

The library building is accessible to handicapped persons. If there are any problems in the library for persons with handicaps, please seek assistance at either the Referemce Desk or the Circulation Desk.

CHAPTER FOUR

CLASSIFICATION OF BOOKS

A standard classification schedule is essential for grouping similar materials within subject areas. Classification gives an item a shelf address (call number), locating it among other materials within the same general subject.

The I. D. Weeks Library uses the Library of Congress Classification System, however prior to 1967 it used the Dewey Decimal Classification. The library still maintains a small collection of Dewey Decimal classified books which are located on the third floor south-east corner. Note example of both types of classification systems below.

The Library of Congress Classification System has twenty-one main classes identified by a single letter. Letters I, O, W, X, and Y are not used but are reserved for future expansion of knowledge. The letter W is reserved for medicine. These main classes are subdivided by adding another letter (note LC scheme below). These main classes are subdivided by adding another letter. Further subdivision is accomplished by one or more numbers.

Example:	P	Language
	PR	English literature
	PR	English literature
	2754	Shakespeare's works

Locating books by their **call numbers**

Call numbers are placed on books (usually on the spine of the book) in the manner below.

Library of Congress Classified	QD 33 D988	Dewey Decimal Classified	338 H46s

The sequence of call numbers can best be understood by taking each line and its components separately. If you are searching for the above book, you would first find the section where all books in chemistry (QD) are located. Since letters on the first line progress alphabetically (Q, QA, QB), the QD section would fall between QC and QE. The numbers on the second line progress consecutively (1, 2, 3, ... 10, 11, 12).

After you have found the section of books classified as QD 33, shift your attention to the third line of the call number. The sequence of the third line proceeds alphabetically by the first letter of the line:

QD	QD	QD	QD
33	33	33	33
Ab	Am	D	Se

The numbers of third line progress decimally 17, 178, 2, 24, 3, 33. It is important that you keep in mind the differences in progression between the numbers of the second and third lines. The second line progresses consecutively; the third line progresses decimally. Study the call numbers below which are arranged in correct order.

Q	Q	Q	Q	Q	Q	Q	Q
1	1	1	76	76	76	86	96
C2	D33	D339	D44	D453	D49	C14	C142

More examples:

PN	PN
86	86
K57	K7

Because of the size of the library's collection and the complexity of the Library of Congress classification numbers, it is best to start with the online catalog rather then browsing the shelves to locate the materials you need.

Outline of the Library of Congress Classification

A General Works
B Philosophy
  BD Metaphysics
  BF Psychology
  BJ Ethics
  BM Judaism
  BR Christianity
C History (general -- civilization, genealogy)
D History -- old world
  DA Great Britain
  DC France
  DE Classical antiquity
  DF Greece
  DK Russia
  DS Asia
  DT Africa
E American history & general U.S. history
F American history (local)
P Language & Literature
  PA Classical language & Literature
  PB Celtic language
  PC Romance language
  PD Germanic language
  PE English language
  PN Literary history & collections
  PQ Romance literature
  PR English literature
  PS American literature
  PT Teutonic literature
  PZ Fiction & juvenile literature
Q Science
  QA Mathematics
  QB Astronomy
  QC Physics
  QD Chemistry

Latin America
G Geography, anthropology folklore, sports
H Social Sciences
  HA Statistics
  HB-HD Economics
  HF Commerce
  HG-HJ Finance
  HM Sociology
  HQ Family, marriage
  HV Social pathology
J Political Science
K Law
L Education
M Music
N Fine arts
  NA Architecture
  NB Sculpture
  ND Painting
  QE Geology
  QH Natural history
  QK Botany
  QL Zoology
  QM Human anatomy
  QP Physiology
  QR Bacteriology
R Medicine
  RD Surgery
  RS Pharmacy
  RT Nursing
S Agriculture, forestry, animal culture, fish culture, hunting
T Technology
U Military science
V Naval Science
Z Bibliography & Library Science

Location of books

Library of Congress (LC) and Dewey Decimal classified books are located on the third floor of the I. D. Weeks Library. Reference collection books are also classified by LC and are located on the main floor of the I. D. Weeks Library. Keep in mind that U. S. Government publications have their own classification scheme called the Superintendent of Documents Classification. This classification is discussed in the documents section of this book. Note the sample online catalog records below.

Example of a Library of Congress Classified book:

```
================================================================
Screen 001 of 001    Record 0001 of 0056 USD        Catalog USM
 LOCATION:  3RD FLOOR GV965 .S498 1978
   AUTHOR:  Shay, Arthur.
    TITLE:  40 common errors in golf and how to correct them /
               Arthur Shay.
PUBLISHER: Chicago : Contemporary Books, c1978.
DESCRIPTN: xi, 108 p. : ill. ; 29 cm.
  SUBJECT: Golf.
   BIB ID: 00-03433089
---Type  DS  to Disiplay availability Status / RE to Recall index
CATALOG-USM=>
================================================================
```

Example of a Dewey Decimal Classified Book

```
=================================================================

Screen 001 of 001    Record 0001 of 0002 USD        Catalog USD
LOCATION:  DEWEY BOOKS - 3rd FL SOUTHEAST 720.4 B73a
  AUTHOR:  Bragdon, Claude Fayette, 1866-
   TITLE:  Architecture and democracy, by Claude Bragdon, F.A.I.A.
PUBLISHER: New York, A. A. Knopf, 1918.
DESCRIPTN: 213 p. illus. 21 cm.
  SUBJECT: Sullivan, Louis H., 1856-1924
  SUBJECT: Architecture--United States
  SUBJECT: Architecture
   BIB ID: 00-00423683
---Type   DS to Display availability Status / RE to recall index
---Type   NR to display Next Record in list
Catalog-USD=>

=================================================================
```

CHAPTER FIVE

THE ONLINE CATALOG

The Online Catalog, sometimes called PALS (named after the software it operates on) is designed to help you find books, phonorecords, audio tapes, audio-cd's, microforms and other materials at the I. D. Weeks Library. Using PALS is like using the card catalog, only quicker and easier. The online catalog system at the I. D. Weeks Library was initiated in the Spring of 1988, and has the following subsystems operating: circulation, acquisitions, interlibrary loan and online catalog. The I. D. Weeks Library and 47 other South Dakota libraries (referred to as the South Dakota Library Network - SDLN) contribute toward maintaining PALS. PALS allows users to search the holdings of all participating libraries, collectively or individually, from one location. It also allows users to identify the nearest location on needed materials, and allows users to determine if needed material is available for circulation.

The online catalog system (PALS) gives students and faculty the traditional options of searching for material by author, title or subject, plus much more. The real power of the system comes from a **term** search of words (sometimes called keyword searching) in the item description (bibliographic record) that are not specific subject headings. A search may also be limited in several ways, such as by date of publication, or by type of format, i.e., video tapes. The PALS circulation system maintains a record of each item, allowing patrons to learn quickly whether material they have located is available. The circulation system prints overdue notices and calculates fines.

Some system capabilities:

- Search by author
- Search by title
- Search by author-title combination
- Search by natural language (term)
- Search by controlled vocabulary (Library of Congress Subject Headings)
- Search by using Boolean Logic (and, or, not)
- Search by call number
- Search the online catalog of SDLN members
- Browse through parts of the online catalog
- Display the circulation status of an item
- Limit your search by language
- Place a reservation for material (hold)
- Identify items placed on reserve by instructors
- Display a list of books checked out by patron
- Display the hours of operation for SDLN members

Several types of materials are not listed in the Online Catalog:

1. The majority of United States Government Publications. Selected U.S. Government publications published after 1990 are now available online.

2. Pamphlet materials housed in the pamphlet collection in the Learning Resources Laboratory.

3. Individual articles found in magazines, except titles of journals indexed in ERIC, Expanded Academic Index, Business Index or the Health Index. These four databases are available through PALS.

U. S. and South Dakota State Government publications may be located through indexes and bibliographies available in the reference and government collections. Periodical titles available in the library can be identified by using the online catalog and the I. D. Weeks, Law & Health Sciences Libraries Serials Holdings List.

Using the Online Catalog

The I. D. Weeks Library abandoned its paper card catalog in 1988 and replaced it with computer terminals that are tied into to a main frame located at Black Hills State University in Spearfish. At present the library has 18 public access terminals (PALS) available for student and faculty use within the library. The PALS terminals are distributed on the floors the following way: 16 on the main floor, 1 terminal on the 2nd floor and 1 terminal on the third floor. An alternative method of accessing the Online Catalog is to use your personal microcomputer. If your terminal is equipped with a Hayes compatible modem and telecommunications software package, such as ProComm you can dial into the USD online catalog from your home, dorm or place of business. Dial access to PALS instructions are listed at the end of this chapter.

To find catalog information, you must usually perform four separate steps. First, you must select the database you wish to search, i.e. "library catalog", selection #1 on the menu. Second, inform the computer as to the type of search you wish to conduct and topic being searched. Third, you display a list of materials matching your search request. Four, you display individual titles from the list to receive complete catalog information on desired titles.

Beginning Your Search and Retrieving the Menu Screen

Before beginning a search for information, it is a good idea to alert the computer that a new person is searching the catalog. Press the **"Begin"** key which will clear any previous searches performed on the terminal. It is only necessary to perform this operation once, usually each time you sit down at a PALS terminal or to switch between databases, for example, if need to search for periodical articles on a topic. The **Begin/Menu** screen also explains some basic operations that are available on the online system, and can be used as a refresher in case you have forgotten how to use the online system. Note the sample **Begin/Menu** screen below.

```
===============================================================
PALS Terminal 03307/016 signed on

   I. D. WEEKS LIBRARY     THE UNIVERSITY OF SOUTH DAKOTA
          Welcome to the SOUTH DAKOTA LIBRARY NETWORK

          1 -- Library Catalog
          2 -- Expanded Academic Index (EAI), years 1991+
          3 -- Magazine Index (MGI), years 1991 +
          4 -- Expanded Academic Index and Magazine Index (GEN)
          5 -- ERIC Database ERI, years 1968+
          6 -- Health Index (HEA)
          7 -- Business Magazines (BUS), years 1991+
          8 -- Company Profiles (COP)
          9 -- Help

Type a number from 1 to 9 and press RETURN, ENTER or NEWLINE key.
Type END to end your session and disconnect.
CATALOG-USM=>
===============================================================
```

Selecting a database from the Begin/Menu Screen

The Online Catalog provides access to six periodical indexes and one business directory file. The Health Index, ERIC, Expanded Academic Index, Magazine Index and the Business Magazines are available to access periodical articles on various topics ranging from business to the medical sciences. The combined Expanded Academic Index and Magazine is also available as a selection. Company Profiles provides access to directory type data relating to businesses. To select any of these databases type the corresponding number 1-8, following the prompt (CATALOG-USM=>) and press the enter key. The other method to gain access is to switch out of the online catalog by typing "set file and the name of the file", for example at the prompt (catalog-USM=>) type "set file ERI" which provides access to ERIC. To switch back to the Online Catalog type at the prompt "set file Cat".

The codes for the various periodical and directory databases are the following:

ERI = ERIC
COP = Company profiles
GEN = Magazine Index & Expanded Academic Index
BUS = Business Index
HEA = Health Index
EAI = Expanded Academic Index

The databases that are available through PALS are explained in greater detail towards the end of this chapter.

You can however initiate a new search any time your screen has the following prompts available **>** or **USM=>**.

If you need more information about any of the areas discussed in this chapter, the computer contains a program of **HELP** screens which explains each type of search procedure in detail. To access the **Help** screens:

1. Type Help
2. Press the "enter" key

The Online Catalog Keyboard

The Online Catalog keyboard is similar to keyboards in use with PC's today. The only difference is that the function keys located at the top of keyboard have been programmed for specific operations which eliminates the need to type in specific words. The following function key operations are available.

NR = next record
PR = previous record
NS = next screen
DI = display
DS = Display status
RE = recall
BA = Browse Author

Signing off - Optional

When you have completed your search, it is a good idea to indicate to the computer that your are leaving the terminal. To end a search you can either press the "begin" key or the **End** key. For example:

1. Type end
2. Press the "enter" key

Searching by Author

The author search is used to identify library materials by personal author, conferences, corporate author, performers and performing groups. The command name for author searches is **AU**. The command text is the author's name. Author searches are conducted using the author's last name, first name and middle initial. Since the computer reads only the middle initial, it is unnecessary to enter more letters, even if the entire middle name is know. You do not have to capitalize names. If you know only part of the name (e.g., only the last name) enter as much as you know. The computer will retrieve everything matching the limited search command. Be aware that this may result in an excessive number of matches, however. To search by author:

1. Type Au last name, first name, middle initial
2. Press the "enter" key

For example, to search for the author James Smith, the entry would be:

```
AU smith james
```

When searching for corporate authors or groups, e.g., American Psychological Association, only the first 4 words are used. For example:

```
AU american psychological association
```

Since the computer uses a shortened method of retrieving records, you may, on rare occasions, retrieve records for authors with similar names. This is more of a problem for corporate authors and conferences.

Searching by Title

The title search is used to search for library material by main title, alternative title or series title. The command name for title searches is **TI**. Title searches are conducted using the first four words of the title, leaving off the beginning articles (a, an, the). For titles of more than four words, only the first four words are necessary. Ti uses a shortened word format to search titles in its database. When you enter the title, the computer creates a shortened search form from it. This shortened form is expressed as 10,8,8,6. This means that the computer uses the first 10 characters of the first word entered, the first 8 characters of the second word, the first 8 characters of the third word and the 6 characters of the fourth.

Remember to leave off "a," "an" or "the" at the beginning of the title. Include them in your search inquiry if they appear elsewhere in the title.

To search by title:

1. Type TI the first four words of the title
2. Press the "enter" key

For example, to search for the title, The Library of Congress Subject Headings List, the entry would be:

```
TI library of congress subject headings list
```

In the above example the computer is actually reading the following characters:

```
TI library of congress subject
      10    8     8        6  characters
```

You should be aware that the shortened search form may retrieve records that are not exactly what you may be looking for. This is why on occasions, unrelated titles may match a specific title search.

Searching by Title Term

The title search is only successful if you use the precise title as it appears on the item. If you are not absolutely sure of your desired title, or if your search is unsuccessful, you should try the title search.

To search by title term:

1. Type TT the key words in the title
2. Press the "enter" key

For example to search for the title The Old Man and the Sea one could enter the following:

1. Type old sea
2. Press the "enter" key

Searching by Author and Title Combination

When the author's name and the title of a work are both known, the combination search is usually the most direct and efficient one to use as a means of identifying a particular item.

Combination searches are conducted using the author's last name and first title word. Be sure to omit beginning articles (a, an, the) from the title.

To search by author/title combination:

1. Type CO author's last name first title word
2. Press the "enter" key

For example, to search for Sonia Bleeker's The Sioux Indians, the entry would be:

CO bleeker Sioux

Term Searching

The term search allows identification of item descriptions (records) containing words which are not specific Library of Congress Subject Headings or precise titles. The word (or term) may appear in the title, subject, series, alternate title or corporate author. Individual or multiple-word terms may be used. Multiple-word terms use Boolean operators to link the words into one statement. The following Boolean operators are used to relate words to each other:

AND	Record must contain both words
OR	Record must contain either word or both words
NOT	Record must contain word following NOT

Note example below:

Stress OR Anxiety	Books that discuss either
Stress AND Anxiety	Books that discuss both
Stress NOT Anxiety	Books that discuss stress, but not anxiety

Using this logic, combine elements of the search question:

```
   <-------------------AND------------------->

   /\

        Tests                          Anxiety

   OR

        Examinations

   \/
```

USD=>TE Tests or Examinations and Anxiety

Searching with single-word terms

To Search with single-word terms:

1. Type TE term
2. Press the "enter" key

For example, to search for information on drugs the entry would be:

TE drugs

When you do not connect terms with Boolean operator (and, or, not), **ANDS** are assumed.

Searching with multiple-word terms

When searching concepts of more than one word, each word must be linked to the others using "and," "or" or "not".

For example, to search for drug abuse information, the following entries could be used:

TE drug and abuse (both words must appear in the items located)
TE drugs or narcotics (either word may appear in the items located)
TE drugs not marijuana (items located must not contain the word marijuana)

Remember, linking words must be used when searching with multiple-word terms, and should not be used in other types of searches (e.g., author, title, combination or subject).

Searching by Subject

The subject search is done using known Library of Congress Subject Headings.

Before conducting a subject search, it is a good idea to consult the **Library of Congress Subject Headings** book (a very large book located near the PALS terminals on the main floor) to be sure your subject heading is used in the Library of Congress system.
The example below shows how to use the **L.C. Subject Headings** book:

Step 1:	Look up a word or phrase as it occurs to you. If it is followed by a "use" reference, turn to that word or phrase.	Mercy death use Euthanasia
Step 2:	If it is printed in bold face type, that word or phrase is used as a subject heading.	**Euthanasia** UF Death, Mercy Killing, Mercy Mercy death
Step 3:	Words or phrases following **BT***, **RT***, or **NT*** are related subject headings that are used in the online catalog.	BT Homicide Medical ethics RT Assisted suicide Right to die NT Aged, Killing of the Killing of Insane
Step 4	Words following "**UF**" are terms that are not used as subject headings.	
Step 5	Subdivisions of the main headings are given following a dash. In the **LC Subject Headings List** the example appears as	- Religious aspects

*BT = broader term
*RT = related term
*NT = narrower term

To search by subject - SU

1. Type SU Library of Congress Subject Heading

2. Press the "enter" key

For example, to search for information on the subject business enterprises, the entry would be:

SU business enterprises

If you wish to add all subdivisions of a category, add # to the entry.

For example, to search business enterprises and all of its subdivisions (e.g., -finance, -registration, transfer, etc), the entry would be:

SU business enterprises #

It is a good idea to use # in your search since it will allow for the most comprehensive coverage of your designated subject.

Searching by Subject Term

The subject search is only successful if you use the precise Library of Congress Subject Heading with the appropriate subdivision. If you are not absolutely sure of your desired subject heading, or if your subject search is unsuccessful, you should try the subject term search.

To search by subject term:

1. Type ST the key words in your subject

2. Press the "enter" key

For example, to search for information on business finance the entry would be:

ST business finance

Browsing the Catalog

The "Browse" command allows you to scan the alphabetic index entries. The advantage of the browse command is that you are viewing entries for material that is owned by the library.

The browse command allows you to select a starting point in the index and then displays index entries that follow the starting point alphabetically. The browse command will display 20 entries at a time with a count of the records matching the entry. Adjacent screens of index entries may be obtained by typing BF or BB. the "BF" command will browse backward 20 entries.

Examples:

```
BR   TE FLOWERS   (Browse terms beginning at FLOWERS)
BR   AU SMITH     (Browse authors beginning at SMITH)
BR   SU DREAMS    (Browse subjects beginning at DREAMS)
BF                (Browse forward 1 screen)
BB                (Browse backward 1 screen)
RB                (Recall browse screen)
```

Searching for Items on Reserve

Items placed on reserve may be found using the command RES, followed by the course name, the instructor's last name, the course name, the title of the material placed on reserve, or by department name. When the item has been located and displayed, the reserve call number will be shown in the LOCATION area.

To search by instructor, type RES followed by the instructor's name.

Example: `RES BANKS`

To search by department, type RES followed by the department name.

Example: `RES ART`

Using Sets and Expanding Your Search

Using sets can be a valuable method of developing a complex search, especially when several concepts are involved in a research topic. Intermediate searches can be conducted, the results saved and then later the saved sets can be combined to identify library items meeting very specific criteria.

Searching a set: A preliminary search is conducted. After the computer responds with the number of items matching the search, the command "sa" to save the set is given.

For example, to search for information on the subject drug abuse and save the set:

1. Type: su drug abuse
2. Press the "enter" key
   the computer responds, "1500 records matched the search"
3. Type: sa
4. Press the "enter" key
   the computer responds, "Work area saved in Set 1"

At this point, another concept can be searched without losing the information on drug abuse.

For example:

1. Type: te wom?n (? will search for both women or woman)
2. Depress the "enter" key
   the computer responds, "10,000 records matched the search"
3. Type: sa
4. Depress the "enter" key
   the computer responds, "work area saved in Set 2"

To combine saved sets, type BO, a set number linking a word (and, or, not) and another set number.

For example, the two saved sets above could be combined:

BO 1 and 2 (both concepts must appear in matching items)
BO 1 or 2 (either concept may appear in the matching items)
BO 1 not 2 (the second concept may not appear in the matching items)

Other set commands: Up to 9 sets can be saved. The sets will remain available until the begin command (BE) is given. When the BE command is given all previously saved sets are eliminated. As long as saved sets are available, they may be handled in variety of different ways. Some commands:

GE = get retrieves a specific set of information
LI = list lists saved sets and contents of each set
DE = delete combines with a set number to eliminate a specific set
SC = scratch eliminates all saved sets

NOTE: Use set number following command.

Limiting the Search

Occasionally, a search may yield a larger number of matching items than you wish to examine. When this occurs, there are several ways to eliminate some of the less relevant matches.

Limiting by Date. The limiting commands for dates are used to narrow the results of a search to a specific range of dates. There are three commands which may be used to limit a search result based on dates.

command	Meaning	Activity resulting
GT	greater than	identifies publishing dates later than the date inserted
LT	less than	identifies publishing dates prior to date inserted
EQ	equal to	identifies publishing dates matching the date inserted

For example, to limit a search to material published since 1976, the command would be:

1. Type GT 1976

2. Press the "enter" key

To limit a search to material published before 1970, the command would be:

1. Type LT 1970

2. Press the "enter" key

To limit a search to material published in 1990, the command would be:

1. Type EQ 1990

2. Press the "enter" key

Limiting by format: If a specific type of library material is needed (e.g., books, motion pictures, maps, etc.), a search may be limited by format as a means of eliminating unwanted matches. To limit a search by format:

1. Type FO format type

2. Press the "enter" key

For example, to limit a search by result to videos type, the following command:

FO video or FO vi

The formats which may be used to limit a search result include:

format type	Abbreviation
Audio visual*	av
Book	bo
Filmstrip	fi
Kit	ki
Map	ma
Disc (floppy)	di
Microform	mi
Motion picture	mo
Other	ot
Score	sc
Serial	se
Slides	sl
Sound recording	so
Video tape	vi

*AV combination of FI, KI, MO, OT, SL, SO, VI

either the abbreviation or the format type may be used.

Limiting by Language

If material written in a specific language is needed (e.g., Spanish, French, etc.) the limiting command LA is used. To limit a search in this manner:

1. Type   LA French

2. Press the "enter" key

Any language may be used as a language limiter.

Completing the search - Displaying Your Search Results

When you press the "enter" key, a message is sent to the computer asking for the number of library items which match your search request. The computer will search the database and then respond by giving the number of matches identified.

For example, if you searched for the subject "drug abuse", the search and response would be:

```
su drug abuse #
   596 records matched the search
Type DI to display the records
```

Then, in order to display a list of the titles matching the search you could depress the DI key or type di

1. Type DI
2. Press the "enter" key

In response to the display command, the computer will list the publication date, title and author for each of the items on the designated display list.

For a complete display of information on a specific title for the list:

1. Type DI 15 19 21 (number beside each item requested, for a total of three items)
2. Press the "enter" key

The resulting display would appear as in the sample below

```
=================================================================

Screen 001  of 002   Record 0015 of 0053 USD
 LOCATION:  GV965 .p413 1993
   AUTHOR:  Penick, Harvey.
    TITLE:  An if you play gold, you're my friend ; further
              reflections of a grown caddie / Harvey Penick with
              Bud Shrake.
PUBLISHER:  New York: Simon & Schuster, c1993.
DESCRIPTN:  173 p. ; 20 cm.
  SUBJECT:  Golf--United States--Anecdotes
   BIB ID:  00-2879885
----Type DS to Display availability Status / RE to recall index
CATALOG-USD=>

=================================================================
```

Note: the library call number for the item is listed first, and labeled **location**.

You may go back and forth from the index screen as often as you wish. Your search will remain intact until a new search command is given (TI, AU, SU, TE, etc).

To return to your index screen you would:

1. Type RE
2. Press the "enter" key

The Online Record Structure

The PALS online record structure is not difficult to interpret as the sample record below demonstrates.

```
=================================================================
Screen 001 of 001        record 0001 of 0001        USD
LOCATION:  3RD FLOOR PS3571.P4 W5 1984
AUTHOR:    Updike, John
TITLE:     The witches of Eastwick / John Updike
EDITION:   1st trade ed.
PUBLISHER: New York : Knopf : Distributed by Random House, 1984
DESCRIPTN: 307 p. ; 22 cm.
----Type DS to Display item availability Status
=================================================================
```

The following are abbreviations frequently used in the PALS record structure:

Authr.	- author
cm.	- centimeters, the size of the book
comp.	- compiler
descr.	- description, includes number of pages, height of book
diagrs.	- diagrams
ed.	- edition, editor
editn.	- edition
enl.	- enlarged, more material added
et al	- and others
front.	- frontispiece, the illustration which faces the title page
illus.	- illustrator, illustration, or illustrations
incl.	- including
loctn.	- location, the area the book is shelved includes call number
n.d.	- no date of publication cited
n.p.	- no place of publication cited
pseud.	- pseudonym or pen name
publr.	- publisher
rev.	- revised
tr.	- translator

v., or vol., vols - volume or volumes.

Searching the Catalogs of other Libraries

The online catalog allows you the possibility of searching the catalogs of participating South Dakota Library Network (SDLN), the Minnesota PALS (MUS) and North Dakota PALS (ODN) can be searched from any public access terminal in the I. D. Weeks Library or you may dial into the system using your PC.

SDLN provides access to over 30 libraries in South Dakota and provides access to over 2.2 million items. MUS PALS provides access to over 1.8 million items located in over 50 libraries in Minnesota. ODN PALS provides access to over 1.3 million items available in over 20 libraries in North Dakota.

A list of participating libraries and their access codes are attached.

To search MUS libraries -

Type at the prompt >**set host MUS** (then press enter)

When linked to MUS the computer will prompt
External search host/library set
Use the command SET HOST LOCAL to reset the host
SYS=>MUS=>at this point enter your search command

For example:
SYS=>MUS=>te acid rain legislation (then press enter)

To return to SDLN

Type at the prompt>**set host local** (then press enter)

To search ODN libraries -

Type at the prompt >**set host ODN** (then press enter)

When linked to ODN the computer will prompt
External search host/library set
Use the command SET HOST LOCAL to reset the host
SYS=>MUS=>at this point enter your search command

For example:
SYS=ODN=>te acid rain legislation (then press enter)

To return to SDLN

Type at the prompt>**set host local** (then press enter)

LIBRARY CODES AND NAMES

MINNESOTA LIBRARIES - MUS

ACC Austin Comm. Coll.
ARC Anoka-Ramsey Comm. Coll.
BCC Brainerd Comm. Coll.
BSU Bemidiji State Univ.
DHS MN Depart. Human Services
MFC Mesabi Comm. Coll.
MHS MN Historical Society
MPA MN Planning Agency
MSI MN Law Library
MSU Mankato State Univ.

DJI	MN Depart. Jobs & Training
DNR	MN Depart. Natural Resources
DTF	MN Depart. Trade & Econ. Dev.
FFC	Fergus Falls Comm. Coll.
FTR	Fire Center
GAC	Gustavus Adolphus Coll.
HCC	Hibbing Comm. Coll.
ICC	Itasca Comm. Coll.
IHC	Inver Hills Comm. Coll.
LCC	Lakewood Comm. Coll.
LDS	MN Office of Libr. Dev. & Ser.
LRL	MN Legislative Ref. Library
MAG	MN Attorney General's Office
MCA	MN Center for the Arts
MCC	Minneapolis Comm. Coll.
MDF	MN Interagency Resource & Inf.
MDH	MN Department of Health
MDR	MN Department of Revenue
MDT	MN Department of Transport.
NDC	Normandale Comm. Coll.
NHC	No. Hennepin Comm. Coll.
NLC	Northland Comm. Coll.
PCA	MN Pollution Control Agen.
RCC	Rochester Comm. Coll.
RRC	Rainy River Comm. Coll.
SCS	St. Cloud State Univ.
SMC	St. Mary's Coll. of Winona
SOC	St. Olaf College
SSU	Southwest State Univ.
TRC	Concordia Coll. Moorhead
TRM	Moorhead State University
TRN	North Dakota State Univ.
UMC	U of M Crookston
UMW	U of M Waseca
VCC	Vermillion Comm. Coll.
WOC	Worthington Comm. Coll.
WSU	Winnona State Univ.

For a current list of MUS libraries type at the prompt **>sho libs** when in the MUS system.

NORTH DAKOTA PALS LIBRARIES - ODN

BQR	Q&R Clinic - Bismarck
DHF	Dakota Hospital - Fargo
DIP	Dickinson Public
FSH	St. Luke's Hospital - Fargo
JSH	North Dakota State Hosp.
NBJ	Bismarck State College
NDI	Dickinson State Univ.
NDJ	Jamestown College
NDS	North Dakota State Univ.
NDV	Valley City State Univ
NDW	N.D. State School of Sci.
NFG	Fargo Public Library
NGF	Grand Forks Public Libr.
NMI	Minot State University
NMY	Mayville State University
SA3	St. Alexis Medical Center
UND	University of North Dak.
UNE	U.N.D. Law School
UNF	U.N.D. School of Medicine
VAH	SE Clinical/VA Medical

For a current list of MUS libraries type at the prompt **>help sy** when in the ODN system.

SOUTH DAKOTA PALS LIBRARIES - SDLN

AML	Aberdeen Public
DSU	Dakota State Univ
GIE	EROS Data Center
HJS	Ft. Meade VA Hospital
LVE	Vermillion Public Lib.
MIT	Mitchell Public Lib
MMC	Mount Marty College
PRN	Presentation
RCR	RC Regional Hospital
RPL	Pierre Public Library
BHS	Black Hills State Univ
FGH	Ellsworth Air Force Base
JHE	John Harris Elementary
HPL	Huron Public Library
MED	SD Medical School
MKE	McKennan Hospital
NSU	Northern State Univ.
RCP	Rapid City Public
RHS	Roosevelt High School
SBR	Brookings Public Library

SDA	Augustana College	SDB	SD State University
SDD	Sioux Falls Public	SDF	Sioux Falls College
SDH	SD Historical	SDL	SD Law Library
SDN	North American Baptist	SDO	Ogalala College
SDS	SD State Library	SDT	National College
SDU	Huron University	SDW	Dakota Wesleyan Univ.
SEV	Southeast Area Vo Tech	SGC	Sinte Gleska College
SMT	School of Mines & Tech.	STG	Sturgis Public
USD	I. D. Weeks Library, USD	XOK	SF VA Medical Hospital

For a current list of SDLN PALS libraries type at the prompt **Help sy**

Periodical and Directory Databases Available on PALS

PALS the Online Catalog contains databases (files) other than the library catalog that provides access to materials available at the I. D. Weeks Library. These files are searched with the same commands as the Online Catalog. Some of these files may be divided into subfiles and date ranges. To know if these apply, check the opening screen of the database file. To known which files are openly available to you where you are searching, type "Show Files" and press the enter key. If you see descriptions of files which you cannot access from your terminal, ask a librarian for assistance. Note the PALS menu screen below.

To access the databases type in the corresponding number next to the database name at the prompt CATALOG-USM=> For example to access the Health Index type 6 and press enter. Note the sample menu screen below.

```
============================================================
PALS Terminal 03307/016 signed on

   I. D. WEEKS LIBRARY      THE UNIVERSITY OF SOUTH DAKOTA
          Welcome to the SOUTH DAKOTA LIBRARY NETWORK

          1 -- Library Catalog
          2 -- Expanded Academic Index (EAI), years 1991+
          3 -- Magazine Index (MGI), years 1991 +
          4 -- Expanded Academic Index and Magazine Index (GEN)
          5 -- ERIC Database ERI, years 1968+
          6 -- Health Index (HEA)
          7 -- Business Magazines (BUS), years 1991+
          8 -- Company Profiles (COP)
          9 -- Help

Type a number from 1 to 9 and press RETURN, ENTER or NEWLINE key.
Type END to end your session and disconnect.
CATALOG-USM=>
============================================================
```

The databases that are currently available include:

ERIC (Educational Resources Information Center). To access this database at the prompt command type Set File ERIC. For example:

```
USM=>Set File ERIC
```

This database consists of two combined files Journals in Education (JIE) and Resources in Education (RIE).

Searching this database is similar to searching the online catalog. Besides the various TE searches (TE, TT AT, RT, NT, ST), and searching by author (AU), tite (TI), and subject (SU), you may search terms found in abstracts (AB) or in Journal titles (JT). To return to the online catalog, type SET FILE CAT.

JIE (Journals in Education). To access this database type at the prompt command Set File JIE. For example:

```
USM=>set file JIE
```

This database provides access to peer reviewed education journals and is one of the two ERIC files.

Searching this database is similar to searching the online catalog. Besides the various TE searches (TE, TT, AT, RT, NT, ST), and searching by author (AU), title (TI), and subject (SU), you may search terms found in abstracts (AB) or in journal titles (JT). To return to the online catalog, type SET FILE CAT.

GEN (Expanded Academic Index and Magazine Index). To access this database type at the prompt command SET FILE GEN. For example:

```
USD=>set file Gen
```

This database consists of journal articles derived from two databases, The Expanded Academic Index and the Magazine Index.

Searching this database is similar to searching the online catalog. Besides the various TE searches (TE, TT, AT, RT, NT, ST), and searching by author (AU), title (TI), and subject (SU), you may search terms found in abstracts (AB) or in journal titles (JT). To return to the online catalog, type SET FILE CAT.

HLT (Health Index). To access this database type at the prompt command SET FILE HLT. For example:

```
USD=>set file HEA
```

Searching this database is similar to searching the online catalog. Besides the various TE searches (TE, TT, AT, RT, NT, St), and searching by author (AU), title (TI), and subject (SU), you may search terms found in abstracts (AB) or in journal titles (JT). To return to the online catalog, type SET File CAT.

BUS (Business Index). To access this database type at the prompt command SET FILE BUS. For example:

```
USD=>set file Bus
```

Searching this database is similar to searching the online catalog. besides the various TE searches (TE, kTT, AT, RT, NT, ST), and searching by author (AU), title (TI), and subject (SU), you may search terms found in abstracts (AB) or in journal titles (JT). To return to the online catalog, type SET FILE CAT.

COP (Company Profiles). To access this database type at the prompt command SET FILE COP. For example:

```
USD=>set file COP
```

The Company Profiles database contains directory information on over 140,000 U.S. businesses. Use the following commands to search Company Profiles.

Command	Searches:	Example:
AU	Exact company name	AU Cargill Inc. Paramount Poultry
AT	Company name	AT Cargill
RT	City	RT Minneapolis
	State (2 letter postal code)	RT MN
	Zip code	RT 56001
	MSA statistical area name	RT MN-WI
ST	SIC code	ST 3089
	SIC description	ST plastics products
SU	Exact SIC code or description	SU Grain & Field Beans
TE	All of the fields listed above	TE General Mills

To return to the online catalog, type SET FILE CAT.

Dial Access to the Online Catalog

Dial access to the USD Online Catalog is available to anyone with a microcomputer, modem, and Hayes compatible telecommunications software package.

Equipment needs and software parameters

Microcomputer: Most standard brands can be used. DOS 3.1 (or greater) compatibility is recommended.
Telephone line: A touch tone telephone line with a modular jack.
Telecommunications hardware and sofware: Modem should be Hayes compatible and set to the following parameters: any baud rate up to 9600, 8 data bits, 1 stop bit, no parity, echo off. PC-TALK and PROCOMM have been tested and work properly.
Printer (Optional): will allow you to print information or locations from the screen.

Dial access instructions

1. While the use of a password is not required to access PALS' online catalog in dial mode, it is required if you wish to access any of the external databases which have been loaded. If you do not have a USD id card with a valid library barcode, you may have one issued at the I. D. Weeks Library or, if you are an extension (off-campus) student, by calling Circulation at (677-6079)

2. From your telecommunications software, dial the appropriate phone number.

3. After you hear the high pitched connect sound from your computer, your screen should read CONNECT, CONNECT 9600, CONNECT 1200 OR CONNECT 2400;

4. After getting connected, WAIT 10 SECONDS (you cannot cheat on this -- if you do, your terminal may lock up on you), and slowly type three periods then return. For example:

   ```
   ... <return/enter>
   ```

   If this procedure does not work the first time try again.

5. After 10 seconds you will get a "PALS begin screen" or something similar. You are now connected to the South Dakota Library Network (PALS);

6. If you wish to access any of the external databases you must "logon" to PALS. To do that, Type: logon you library barcode number (14 digits long)/your last name

   ```
   ... <return/enter>:
   ```

```
logon 2159000500272/Beaty <return/enter>
```

At this pont the system defaults to >which is the default library at the institution into which you have dialed. If you wish to search other libraries, you must change the default institution (type HELP SY or SHO LIBS for a definition of library symbols).

Disconnecting from PALS

When you are ready to end your search session type **end** and then <return/enter>. Now disconnect your modem. (To hang up using PROCOMM, depress the ALT & H keys simultaneously.) No matter what communication software you are using, be sure to do whatever is necessary to properly disconnect your modem. If you do not properly disconnect your modem, the next caller will be unable to get connected to PALS.

The dial access telephone numbers for Vermillion is 677-5491
677-5471
677-5605

The dial access telephone number for Sioux Falls is 336-4034

Report any problems to the Library Systems Coordinator, 677-6082.

Accessing Remote Databases available through PALS Internet

The following remote hosts are networked togher and their databases are available for searching. Use the command SHO HOST [hostcode] to get a list of individual libraries on a specific remote PALS host. Use the command SET HOST [hostcode] to chage the host. Use the command SET HOST LOCAL to restore searching to the local host. Type HELP HX for Internet logon help.

LOCAL	LOCAL HOST	
MUS	Minn. St. Univ. Sys.	PALS Host
ODN	ODIN - North Dakota PALS	PALS Host
TDS	Traverse Des Sioux PALS	PALS Host
WIS	Wisconsin Tech. Coll. PALS	PALS Host
LUM	U. of Minnesota	Internet Host
UML	U. of Manitoba	Internet Host
CAR	CARL - Colorado Alliance	Internet Host
LOC	Library of Congress	Internet Host
ASU	Arizona State University	Internet Host
GSU	Georgia State University	Internet Host

MEL	MELVYL (Univ. of California)	Internet Host
UNL	University of Nebraska	Internet Host
PEN	Pennsylvania State Univ.	Internet Host
OCL	OCLC FirstSearch	Internet Host (password required)

CHAPTER SIX

PRINT PERIODICAL INDEXES

The search for information on any subject must include the examination of periodical literature as well as books. Periodicals can be defined as materials, such as magazines and journals, that are published at regular intervals (daily, weekly, monthly, quarterly, etc.) The importance of periodical literature cannot be overemphasized because:

1. The most recent material on a subject, especially in the fields of science, technology, business, and economics, will be found in a periodical.

2. Subjects too new, or even too obscure or too temporary, to be covered by books are treated in periodicals.

3. Keep in mind that the Library's **Online Catalog does provide access to periodical databases**. See instructions available on the Online Catalog help screen to search the online catalog for articles.

Selected Print Periodical Indexes available in the library.

The most efficient way to locate periodical articles by topic is to use periodical indexes. Some indexes are general in nature and attempt to cover most subject areas. The **Reader's Guide to Periodical Literature** is a general periodical index. Other indexes cover specific subject areas such as art, education, business, criminal justice, etc. A list of the library's most frequently used indexes/abstracts is provided below arranged by broad subject heading. This list also includes selected electronic databases available on the library's LAN.

Anthropology

Abstracts in Anthropology
Provides indexing and abstracting for the world's major anthropological journals. The abstracts are arranged in two broad categories, Linguistics and Cultural Anthropology. Each abstract contains an author, and subject indexes.

Anthropological Index
The bibliographic quarterly of the Royal Anthropological Institute is arranged in the following sections: general, Africa, Americas, Asia, Australasia, and Europe. Citations are arranged by broad subject groupings under geographic headings.

Art

Artbibliographies Modern
Subject coverage starts at 1800. Covers all aspects of art design. Entries are arranged within A-Z sequence containing both subjects and names of artists, artists' groups, collectors and critics.

Art Index
The Art Index is an author and subject index to domestic and foreign art periodicals and museum bulletins. Subject areas indexed include archaeology, architecture, art history, arts crafts, city planning, fine arts, graphic arts, industrial design, photography, and related fields.

RILA
International Repertory of the Literature of Art covers worldwide literature on Western art in all media from Late Antiquity (4th century) to the present. Abstracts and citations are classified by broad subject fields of study by period and medium or artist. Includes a journal index, author index and subject index.

Bibliographies

Bibliographic Index
Several thousand periodicals and books are searched annually for bibliographies. The index is arranged by subject.

Bulletin of Bibliography
Publishes bibliographies on a wide range of topics in the humanities and social sciences.

Biography

Biography Index
A guide to biographical material appearing in periodicals indexed in other Wilson Company indexes, selected additional periodicals and collective biographies. The main section consists of entries arranged alphabetically by names of the biographies followed by a list of biographies organized by profession.

Biology

Biological and Agricultural Index
Subject index to English language periodicals in the fields of agricultural chemicals, agricultural economics, bacteriology, biochemistry, ecology, food science, soil science, zoology and related fields.

Ecological Abstracts

Ecological Abstracts provides comprehensive coverage of the current ecological literature. Abstracts are derived from over 700 leading ecological journals, books, conference proceedings, Ph.D., and Masters theses. Abstracts are arranged under broad subject groupings.

Fisheries Review

A subject-arranged index to periodical and report literature for fisheries including sport, fishery research and management. Issues include author, geographical and systematic indexes.

Wildlife Review

Citations to worldwide wildlife and natural resources literature. Selective index to over 1300 periodicals and some books.

Book Reviews

Book Review Digest

Digests and indexes selected book reviews, principally general in character. The Digest has an author and subject index.

Book Review Index

An index to over 600 publications. Includes citations for reviews of any type of book, periodical, or reference work. Arranged alphabetically by author of the book reviewed.

Business

Accountants' Index

A subject/author index to English language periodicals, the index also lists books, pamphlets and government documents.

Business Periodicals Index

Subject index to selected business journals.

Journal of Economic Literature

Includes lengthy review articles, book reviews, an annotated listing of new books, and current contents of periodicals.

Computers

Microcomputer Index

The index section contains five indexes to the abstracts contained: author, company name, product name, compatible hardware & software index, subject index.

ACM Guide to Computer Literature

An Index to computing literature, books, journals, proceedings, theses, and computing reviews entries. Includes bibliographic listing, author index, keyword index, category index, proper noun subject index and source index.

Dissertations

Dissertation Abstracts International (Ref Z 5053 D57)
Cooperating institutions submit abstracts of dissertations which are collated under various subject headings. Abstracts are divided into two volumes, Series A, Humanities and Social Sciences, and Series B, Sciences and Engineering. Available on the library's LAN.

Education

Business Education Index
Index of Business Education articles, research studies, and textbooks compiled from a selected list of periodicals.

CIJE (Current Index to Journals in Education)
Indexes and abstracts over 780 periodical titles. Includes author, subject and journal contents index. Available on the library's LAN.

Education Index
Author-subject index to some 300 popular education periodicals.

Exceptional Child Education Resources
A quarterly journal of nonevaluative abstracts. The publication is designed as a resource for administrators, researchers, teachers, teacher educators, psychologists, and others concerned with handicapped and gifted children.

Linguistics and Language Behavior Abstracts
Contains a collection of abstracts which reflects the world's literature in language behavior, linguistics, and related disciplines. Each index contains a subject index, source index, and author index. Available in the library on the LAN.

Physical Education Index
The Physical Education Index is a subject index to English language periodicals. Comprehensive coverage is given to Dance, Health, Physical Education, Physical Therapy, Recreation, Sports, and Sports medicine.

RIE (Resources in Education- ERIC)
A product of the Educational Resources Information Center (ERIC) a national information system which collects through 16 specialized educational clearing houses published and unpublished materials in education. ERIC distributes copies of education documents in microfiche format. Index to

RIE documents by subject, author, keyword, and institution.

General Indexes

Expanded Academic Index (InfoTrac- CD-ROM)
The database indexes approximately 1100 general interest and scholarly publicatons.

Applied Science and Technology Index
A subject index to English language periodicals in the fields of aeronautics and space science, earth sciences, electronics, computer science, mathematics, chemistry, physics, etc.

Humanities Index
Author and subject index to English language periodicals. Subject fields indexed include archaeology, classical studies, area studies, folklore, history, language, literature and religion.

Readers' Guide to Periodical Literature
An index to general interest periodicals. The Readers' Guide is arranged alphabetically by author and subject and for stories by title.

Social Sciences Index
An author and subject index to periodicals in the fields of anthropology, area studies, economics, environmental science, geography, law and criminology, political science, psychology, and related subjects.

Government Publications

Monthly Catalog of U.S. Government Publications
The most comprehensive list of government documents currently issued. Entries are indexed for access by author, title, subject, and series report. Available on the library's LAN.

GPO CD-ROM (Government Publications on Disc)
The cd-rom version of the **Monthly Catalog of U.S. Government Publications**. Available on the library's LAN.

PAIS (Public Affairs Information Service)
Subject index to books, pamphlets, periodical articles, government documents and other materials related to public affairs.

History

America: History and Life
Abstracts and bibliographical citations of articles on the history and culture of the United States and Canada

from prehistoric times to the present.

Combined Retrospective Index to Journals in History 1838-1974
Subject and author entries to 400,000 articles contained in 530 journals in History, Political Science and Sociology.

Journalism

Journalism Abstracts
Indexes and abstracts to dissertations and theses. The abstracts were prepared by student authors. The abstract index includes an author, subject and institution index.

Communication Abstracts
Covers major communications-related publications worldwide. Has an author and subject index. Covers area of mass communication, advertising and marketing, broadcasting, communication theory, small group communication, public opinion, and television.

Language & Literature

Abstracts of English Studies
Abstracts are arranged in four major sections: general, English, American and world literature in the English language.

Essay and General Literature Index
An author and subject index to collections of essays, with particular emphasis on materials in the humanities and social sciences.

Linguistics and Language Behavior Abstracts
Abstracts of articles in psycholinguistics, applied linguistics, phonology, syntax, semantics, clinical psychology, gerontology and related fields.

Library Science

Library Literature
Author and subject index to materials on library and information science.

Medicine

Abridged Index Medicus
Designed to afford rapid access to selected biomedical journal literature of immediate interest to the practicing physician. Each issue of the index contains citations from 118 English-language journals.

Music

Music Article Guide
Annotated quarterly to selected articles in American music periodicals.

Music Index

RILM (International Repertory of Music Literature)
Publishes abstracts of all significant literature on music that has appeared since January 1, 1967. Included are abstracts of books, articles, essays, reviews, dissertations, etc.

Newspaper Indexes

New York Times Index
Summaries of news and editorial matter entered under subject headings, as they appear in the New York Times.

Palmer's Index to the Times Newspaper (London) 1790-1905
A subject approach to the Times.

The Sioux Falls Argus-Leader Index
Subject index to the news in the **Argus-Leader**.

Wall Street Journal Index
This index provides abstracts and comprehensive indexing of all articles in the 3-star eastern edition of the **Wall Street Journal**. The index is divided into two parts, corporate news and general news.

Philosophy

Philosophers Index
Subject and author index with abstracts. All the major philosophy journals are covered in this index.

Political Science

PAIS Bulletin
A selective list of the latest books, pamphlets, government publications, reports of public and private agencies, and periodical articles relating to business, economics, and social conditions, public administration, and international relations. Available on the library's LAN.

Psychology

Psychological Abstracts
Summaries of the world's literature in psychology and related disciplines. An author and brief subject index

appear in each issue. Available on the library's LAN.

Religion

Guide to Social Science and Religion in Periodical Literature
Subject index to selected religious and social issue magazines.

Sociology

Social Work Research and Abstracts
Abstracts of articles published in social work and related fields. Includes a subject and author index.

Sociological Abstracts
Abstracts of the world's periodical literature and related disciplines arranged under 29 broad subject headings. Includes subject and author indexes. Available on the library's LAN.

South Dakota

South Dakota Periodicals Index
A subject and author index to selected periodicals and annuals published in South Dakota.

Women's Studies

Women Studies Abstracts
Abstracts arranged under 21 headings. Subject and book review index included.

The indexes listed above are only a few of the many specialized periodical indexes the I.D. Weeks Library owns. Many of the indexes listed above are published by the H. W. Wilson Company, the same company that publishes the **Reader's Guide to Periodical Literature**, and are easy to use. The following two-step procedure demonstrates how to use any of the Wilson indexes above to find information on a topic:

STEP ONE

a. look up your topic in the index

b. If you need the most recent information on a subject, be sure to look at the most recent issues of the index and work backward in time.

EXAMPLE: from <u>Readers' Guide to Periodical Literature</u>

```
     subject
         \
         HOLLOW earth theory   title of article
                                  /                 author
                                /                    /
           John Cleves Symmes revisited.  E. F. Madden.
             il por Am Hist Illus 20:40-3 My '85
                /            \                \
 article illustrated     abbreviated           volume pages
  with portrait           journal title         month & year
```

STEP TWO a. Consult the list of abbreviations at the front of the index to find the full journal title.

b. There is also a list at the front of the index for any other abbreviations you need to identify. For example: bibl, il, por, etc.

EXAMPLE: from "abbreviations of Periodicals Indexed" found in the prefatory pages.

At Am - Art in America

CHAPTER SEVEN
LOCATING PERIODICAL TITLES

How to Locate Periodicals in the I. D. Weeks Library

The I. D. Weeks Library subscribes to over 2400 periodicals in paper format and to over 900 titles in CD-ROM or microform format. The law and medical libraries also subscribe to paper periodical titles and maintain their own collections within their respective libraries.

Once you have identified articles in an index, you will want to know whether our library owns them and where they are located. To do this, you must:

1. Write down or printoff the entire citation (author, title, periodical title, volume, pages, date) from the periodical index.

2. Identify the complete title of the periodical since titles are frequently abbreviated in the index or abstract.

3. Use the **Serials Holding List** (SHL) located near the reference desk or the online catalog, to determine whether our library owns the periodical and where it is located. When using the online catalog use the TI command. For example:

```
USM=>TI Newsweek
```

The **Serials Holdings List** is an alphabetical listing of the journals held in the library. It is also provides holdings found in other campus libraries.

When using the **Serials Holdings List** or the **online catalog** one should keep in mind the following points:

1. Current issues of journals are kept in the reading area on the 2nd floor, near the Learning Resources Laboratory Circulation desk, while older issues (bound periodicals) are arranged alphabetically by title on the second floor, north side of the building.

2. A significant portion of the library's periodicals are in microfilm and cd-rom format. These titles are accessed through the library's microfilm reader/printer and computers housed on the main floor. The microfilm/cd-rom periodicals are products the electronic indexes General BusinessFile and Periodical Abstracts Research II and ABInform

2. The **Serials Holdings List** and the online catalog can be used to determine whether a specific periodical (title, volume, date) exists in the I. D. Weeks Library.

- an opened date and volume number indicates that the subscription began with the issue and continues to the present.

  example: AIDC Journal v. 3-   ; 1968-

- a closed date and volume numbers indicate a subscription that the library is no longer receiving.

  example: Associate Teacher v. 15-19; 1913-1918

3. The **Serials Holdings List** and the online catalog provides information on specific locations of periodicals whether in the I.D. Weeks Library or other campus libraries. The **SHL** includes holdings for the following libraries: I.D. Weeks, Medical Library, Law Library, Chemistry Library, Shrine to Music, Geology Library, and the Vermillion Public Library.

Example from the online catalog:

```
=====================================================================

Screen 001 of 001 Record 0004 of 0005 USD         Catalog USD
 LOCATION: CURRENT PERIODICALS 2ND FLOOR
 LOCATION: 2ND FLOOR BOUND PERIODICALS
    TITLE: Newsweek.
PUBLISHER: [Los Angeles, Calif., etc., Newsweek, Inc., etc.]
DESCRIPTN: v. ill.  (incl. ports) 29 cm.
CHRONOLGY: v. 1-  Feb. 17, 1933-
PRECEDING: Absorbed: Today (1933) FEb. 27, 1937
   BIB ID: 00-01760328
---Type   DS to Display availability Status / RE to Recall index
---Type   NR to display Next Record in list
CATALOG-USD=>

=====================================================================
```

Example from the **Serials Holdings List**

```
=====================================================================

    TITLE/HOLDINGS            LOCATION       *LAST BD. VOL.
-------------------------------------------------------------------
ADMINISTRATION & SOCIETY      first           business
   1988-                      floor           microfilm

ADMINISTRATIVE LAW NEWS       Law
   v.1-     ; 1974-           Library

ADMINISTRATIVE MANAGEMENT      Stacks
   v.35-43  ; 1974-82
```

ADULT EDUCATION v.56- ; 1983-	Current periodicals shelves & stacks	56-57 June 1983 -- Mar 1985

---

*This column indicates the most recent bound volume, usually located on the 2nd floor. Bound volumes are cumulated issues.

4. On a regular basis the library pulls unbound issues of journals and magazines from the current periodical shelves for binding. The library maintains a list of titles that have been pulled and sent to the bindery, this list is called a bindery list. It is very important to check this list if you are unable to find the periodical issue you are looking for. The bindery list is available at the reference desk.

5. The Library also has a subject listing of its periodical collection titled a **Classified Checklist of Periodical Holdings**.... located near the reference desk.

   Use the **Classified List...** to find periodical titles within specific disciplines.

CHAPTER EIGHT

ELECTRONIC INDEXES

CD-ROM (compact disc read only) is a recent addition to the library's resources. The library subscribed to its first CD-ROM product in 1988 with a subscription to **ERIC** (Educational Resources Information Center). The I.D. Weeks Library subscribes to a number of electronic databases. The majority of these databases are mounted on the library's local area (LAN). Computer terminals used to access these electronic databases are located near the main floor reference desk.

A selected list of the electronic databases available in the library are listed below:

American: History and Life

Abstracts and bibliographical citations of articles on the history and culture of the United States and Canada from prehistoric times to the present.

ERIC (Educational Resources Information Center) the paper version is CIJE and RIE)

ERIC contains citations, with abstracts, to both the journal and report literature in the field of education-related areas. Journal literature corresponds to Current Index to Journals in Education (CIJE). Report literature corresponds to Resources in Education (RIE). The RIE resources are available on microfiche in the Learning Resources Laboratory on the second floor of the library.

Expanded Academic Index - INFOTRAC

Expanded Academic Index, also called InfoTrac, indexes over 960 publications and concentrates on business, management, social sciences, and humanities journals, with limited coverage of general-interest magazines. The database also includes the most current 60 days of indexing to the New York Times and the Wall Street Journal. The database spans three to four years of information and is updated monthly. The backfile for the Expanded Academic Index spans 1980-1990.

GEOREF (Geological Reference File)

GeoRef is the CD-ROM version of the American Geological Institute's geoscience database containing over 1.5 million records of North America since 1785 and other areas of the world since 1933.

General BusinessFile - INFOTRAC

The General BusinessFile database covers all aspects of business and management, including company and industry information. The database provides the following information: Bibliographic references to and abstracts from 800 business, economic, management, trade, and industry publications. Directory listings that give current public and private financial information for more than 150,000 companies. Abstracts and full text of reports and forecasts for more than 11,000 U.S. and international companies and 53 industries, prepared by top Wall Street and international brokerage firms.

GPO (The paper version is the U.S. Monthly Catalog of United States Government Documents)

Contains approximately 263,000 citations to the publications of U.S. Government agencies, including the U.S. Congress. Covers Senate and House hearings on bills and laws, as well as agency-sponsored studies, fact sheets, maps, handbooks, subject bibliographies, and conference proceedings. Subjects covered include agriculture, economics, energy, public affairs, taxation, law, health, consumer issues, and environment. Corresponds to Monthly Catalog of United States Government Publications. Time span from July 1976 to date.

Human Relations Area File

Cross-Cultural CD contains carefully selected text on specific topics covered in the archive know as the Human Relations Area Files. The records on this CD-ROM cover the topics of human sexuality and marriage, in two separate databases. The records come from more than 1000 reference sources in the fields of anthropology, sociology and psychology.

MLA (The paper version is Modern Language Association Abstracts)

The MLA International Bibliography, produced by the Modern Language Association, consists of bibliographic records pertaining to literature, language, linguistics, and folklore, and includes coverage from 1981 to the present. The MLA International Bibliography provides access to scholarly research in over 3,000 journals and series. It also covers relevant monographs, working papers, proceedings, bibliographies, and other formats.

PAIS Bulletin

A selective list of the latest books, pamphlets, government publications, reports of public and private agencies, and periodical articles relating to business, economics, and social conditions, public administration, and international relations. Available on the library's LAN.

Periodical Abstracts Research II - ProQuest

Contains abstracts and indexing to articles from more than 1600 periodicals and provides access to the most recent 6 months of the Wall Street Journal and New York Times.

PsycLIT (the paper version is Psychological Abstracts)

The PsycLit database provides computerized access to the international serial literature in psychology and related disciplines such as education, business, medicine and law. The PsycLit database currently on two discs provides coverage from 1974 to the present (updated quarterly).

SocioFile (The paper version is Sociological Abstracts)

The Sociofile database contains information from approximately 1600 journals in 30 different languages from about 55 countries. It covers sociology and related disciplines by including bibliographic citations and abstracts (from Sociological Abstracts and SOPODA) and enhanced dissertation citations (from Dissertation Abstracts International).

Other electronic databases available

ABInform
Science Citation Index
Historical Abstracts
Books in Print with Reviews
Ulrich's Plus
Bibliography of Native American Literature
Staff Directories on CD
Select Phone Directories
Compustat
American Business Disk
Newspaper Abstracts International
Washington Post
USA Today
Wall Street Journal
New York Times
College Source
Social Science Citation Index
Linguistics & Language Behavior Abstracts
Arts & Humanities Citation Index

How to use selected electronic databases

Searching INFOTRAC

There are two quick and easy ways of searching the **Expanded Academic Index** database by key word (using Boolean operators) and by subject guide (index entries arranged by subject grouping), note sample screen below.

instructions. Step 1 - start the menu screen - see below

```
=================================================================
Info Trac              Expanded Academic Index     Start a Search
-----------------------------------------------------------------
EasyTrac provides two simple ways to search: Subject Guide and Key
Word first.
-----------------------------------------------------------------

        Enter Word(s) for |Key Words  | and press [Enter]

        |-------------------------------------------------------|
        |                                                       |
        |                                                       |
        |-------------------------------------------------------|


  Subject Guide browse listings of subjects, personal names, or
  companies that include the word(s) you type, e.g., rap music,
  censurship or Boris Yeltsin.

  Keyword Search search for article references by combining words
  or phrases from title, authors or subjects, e.g., family values
  AND Dan Quayle.

-----------------------------------------------------------------
  | Search using Subject Guide| Esc erase entry
  |                           | F1 help   F10 PowerTrac
  \/
=================================================================
```

instructions - Step 2 - Type in your search request in the block provided and press enter. For example to search for the key words **golf balls**

```
=================================================================
Info Trac              Expanded Academic Index     Start a Search
-----------------------------------------------------------------
EasyTrac provides two simple ways to search: Subject Guide and Key
Word first.
-----------------------------------------------------------------
```

```
     Enter Word(s) for |Key Words  | and press [Enter]

     |-------------------------------------------------|
     |  Golf balls                                     |
     |                                                 |
     |-------------------------------------------------|


  Subject Guide browse listings of subjects, personal names, or
  companies that include the word(s) you type, e.g., rap music,
  censurship or Boris Yeltsin.

  Keyword Search search for article references by combining words
  or phrases from title, authors or subjects, e.g., family values
  AND Dan Quayle.

-----------------------------------------------------------------
  | Search using Subject Guide| Esc erase entry
  |                           | F1 help   F10 PowerTrac
  \/
=================================================================

   instructions - Step 3 - press enter to view partial records


=================================================================
InfoTrac EF |       Expanded Academic Index       Brief Citations
-----------------------------------------------------------------
| Key words: golf balls                                         |
|________________________ 1 of 9 ______________________________|

 1      Raising the dimple count. (new improved golf ball) Anne
   Underwood.  Newsweek, August 22, 1994 v124 n8 p42(1);
   Mag. Coll.: 75B0779.  Bus. Coll.: 80V1792.
    --Abstract Available ---
 2      Big time wars in golf balls drice still-thriving industry,
   but product proliferation puzzles consumers, retailers.  Chuck
   Stogel.  Brandweek, Jan24, 1994 v35 n4 p30(2).  Bus. Coll.:
   76N0556.
    --Abstract Available --
-----------------------------------------------------------------
Display  Narrow  Explore    |  Esc Return to start

Display extended citation   |  F1 Help F2 Start over F3 Print
=================================================================
```

instructions: Step 4 - Press enter again to view highlighted record.

```
=================================================================
  InfoTrac EF     |   Expanded Academic Index   Extended Citations
-----------------------------------------------------------------
 | Key Words: golf balls                                        |
 |------------------------2 of 9--------------------------------|
  Source:  Newsweek, August 22, 1994 v124 n8 p42(1)

  Title :  Raising the dimple count. (new improved golf ball)
  Author:  Anne Underwood

 Abstract: Wilson Sporting Goods has launched a massive campaign
           to market its new 500-dimple Utlra 500 golf ball.

 Subject:  Golf balls - innovations
Companies: Wilson Sporting Goods Co.

Mag. Colections:  75B0779
-----------------------------------------------------------------
  Display  Narrow Explore      | Esc Brief citation display
                               | - previous
  Display brief citations      | F1 Help F2 Start Over F3 Print
=================================================================
```

Use the subject guide to peruse a list of words that relate to your topic.

Example of **Subject Guide Screen**

```
=================================================================
InfoTrac EF     |    Expanded Academic Index        Subject Guide
-----------------------------------------------------------------
| Subjects containing the words: golf                           |
|______________________________________________Rec.'s_________|

   Golf                                           330
    (46) Subdivisions
    (6)  Related subjects
   Golf Balls                                       8
   Golf Channel                                     3
   Golf Clubs (sporting goods)                     19
   Golf Courses                                   101
    (41) subdivisions
     (1) related subjects
-----------------------------------------------------------------
  Press Enter to view           | Esc to start
  the highlighted subdivisions  | F1 Help F2 Start over F3 Print

=================================================================
```

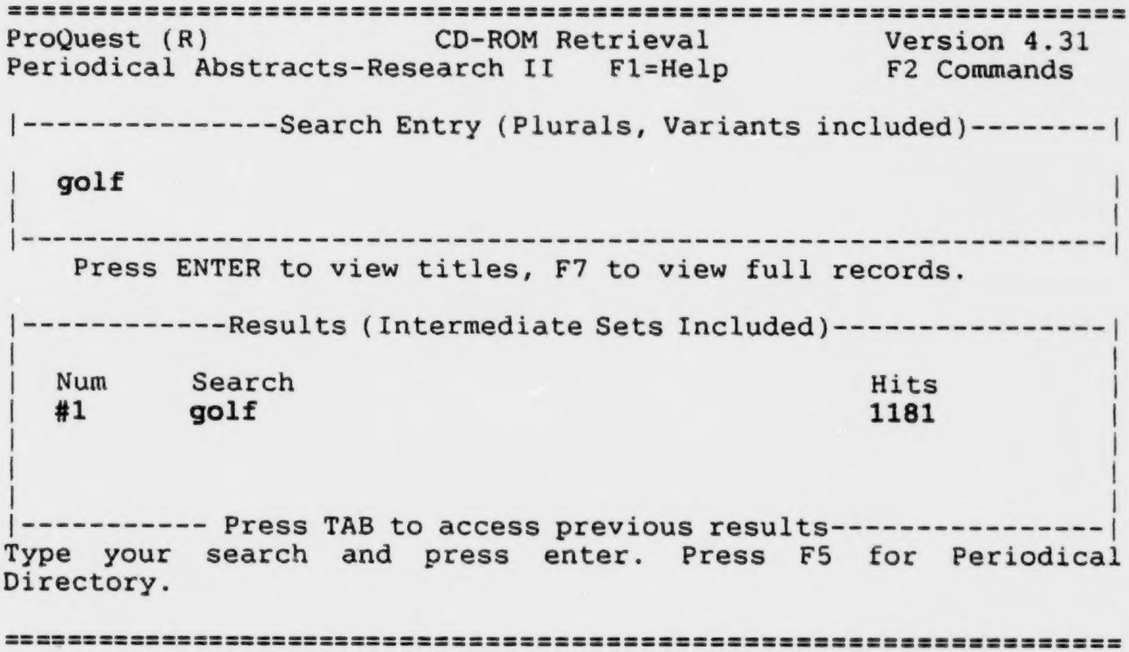
Searching Periodical Abstracts Research II - ProQuest

To perform a quick search on Periodical Abstracts select option 2 (multiple keywords Boolean operators) and press enter. The following screen will appear.

```
=================================================================
ProQuest (R)              CD-ROM Retrieval          Version 4.31
Periodical Abstracts-Research II   F1=Help          F2 Commands

|---------------Search Entry (Plurals, Variants included)--------|

|                                                                |
|                                                                |
|----------------------------------------------------------------|
    Press ENTER to view titles, F7 to view full records.

|------------Results (Intermediate Sets Included)----------------|
|                                                                |
|                                                                |

|----------- Press TAB to access previous results----------------|
Type  your  search  and  press  enter.  Press  F5  for  Periodical
Directory.

=================================================================
```

Enter your search terms in the block provided. Use appropriate Boolean connectors and, or, not. See the section on Boolean operators in Chapter 5 for a review.

Type in your search request in the space provided note example below.



```
=======================================================================
ProQuest (R)                CD-ROM Retrieval              Version 4.31
Periodical Abstracts-Research II    F1=Help               F2 Commands

|--------------Search Entry (Plurals, Variants included)--------|

|  golf                                                          |
|                                                                |
|----------------------------------------------------------------|
    Press ENTER to view titles, F7 to view full records.

|-----------Results (Intermediate Sets Included)----------------|
|                                                                |
|  Num      Search                                      Hits     |
|  #1       golf                                        1181     |
|                                                                |
|                                                                |
|                                                                |
|---------- Press TAB to access previous results----------------|
Type your search and press enter. Press F5 for Periodical
Directory.

=======================================================================
```

To view the titles retrieved (1181 in the above example) press enter or press F7 to view the full record. If you want to start a new search press F3

If you retrieve too many records, narrow the search using the operator **and**. For example, type **Golf and slice** and press enter. Note the example below.

```
==================================================================
ProQuest (R)               CD-ROM Retrieval            Version 4.31
Periodical Abstracts-Research II   F1=Help             F2 Commands

|---------------Search Entry (Plurals, Variants included)--------|

|  golf and slice                                                |
|                                                                |
|----------------------------------------------------------------|
    Press ENTER to view titles, F7 to view full records.

|------------Results (Intermediate Sets Included)----------------|
|                                                                |
|  Num      Search                                      Hits     |
|  #1       golf                                        1181     |
|  #2       slice                                        121     |
|  #3       golf and slice                                 6     |
|                                                                |
|----------- Press TAB to access previous results----------------|
Type your search and press enter. Press F5 for Periodical
Directory.

==================================================================
```

To view the titles retrieved (6 in the above example) press enter or press F7 to view the full record. If you want to start a new search press F3.

If you don't retrieve enough records, broaden the search using the operator **or**. For example, type **slice or hook and golf** press enter.

```
=====================================================================
ProQuest (R)                CD-ROM Retrieval           Version 4.31
Periodical Abstracts-Research II    F1=Help            F2 Commands

|---------------Search Entry (Plurals, Variants included)--------|
|                                                                 |
|  slice or hook and golf                                         |
|                                                                 |
|-----------------------------------------------------------------|
    Press ENTER to view titles, F7 to view full records.

|------------Results (Intermediate Sets Included)----------------|
|                                                                 |
|  Num      Search                                       Hits     |
|  #1       slice                                         121     |
|  #2       hook                                          179     |
|  #3       golf and slice                                  6     |
|                                                                 |
|----------- Press TAB to access previous results----------------|
Type your search and press enter. Press F5 for Periodical
Directory.

=====================================================================
```

If you want something excluded from the records you retrieve, use the operator **and not**. For example, type **Golf and not putting**.

<u>Submitting an article request</u>

Some articles within the **ProQuest** database are available full-image/text. For a nominal fee (.5 cents) it is possible to have these articles printed for you by the laser printer located near the computer terminal that you are working at. To determine if an article is available full image/text note the bottom left hand corner of the screen. If the text reads **Item Availability: CD-ROM** press enter at the Full Record screen to request the article. Enter you name and follow the onscreen instructions. Note the screen example below.

```
=====================================================================
ProQuest (R)                CD-ROM Retrieval     Version 4.31
---------------------------------------------------------------------
| Title:          Play your slice                                   |
| Authors:        Biggar, Mary                                      |
| Journal:        Golf Magazine [GGOM] ISSN: 0017-1809              |
                  Jrnl Group: Lifestyles                            |
                  Vol: 37 Iss: 4 Date: Apr 1995 p:115               |
|                 Type:  Commentary   Length: Short                 |
| Subjects:       Golf                                              |
                                                                    |
| Abstract:       Advice on how slicers can hit more fairways and   |
   greens is offered.                                               |
|                                                                   |
| Access No:      02250458                                          |
| Title:          Golf Digest reveiw:  Quik Tape                    |
| Reviewers:      Schrock, Cliff                                    |
| Journal:        Golf Digest [GGOD]  ISSN: 0017-176X               |
  Item Availability: CD-ROM.    Press ENTER to Request Article.
---------------------------------------------------------------------
or PgUp/PgDn to move. + Next item. - Previous item.  ESC=Go back.
```

If the library subscribes to the periodical the **Item Availability:** line will state **Paper**. Periodicals in the library are located on the 2nd floor and are arranged in alphabetical order by their title.

Searching ERIC

Basic search protocols for ERIC, PsycLit, GPO, MLA, and Sociofile are essentially the same. The search software for these databases is called SPIRS (SilverPlatter). SPIRS allows computerized searching of indexes using screens to enter, display, or print searches. The bottom of each screen lists active function keys. Most functions can also be chosen from the command menu.

Search Tips

Read the messages at the top and bottom of the screen. They remind you where you are and what you can do next.

Read the descriptor field (labeled DE) on target records. You might discover other useful searching terms.

Function Keys

F1 = Help   F2 = Find   F3 = Database Guide   F4 = Show

F5 = Index   F6 = Print   F7 = Restart   F8 = Xchange

F9 = Thesaurus   F 10 = Next

Selecting Terms

Before you begin your search, define your information need. Identify the main topics and use the appropriate thesaurus for synonyms or related terms. Use the INDEX (F5) to check for correct spelling and word endings. Use specific terms for best results.

Beginning a Search

Begin at the Menu screen, titled the "DATABASE SELECTION SCREEN" (press any key to bring up the screen if it is blank). Note sample menu screen below.

```
===============================================================
                  DATABASE SELECTION SCREEN

1. Use arrow keys to move the cursor to the database you want to
     search.
2. Press [Spacebar] to select the database or databases you want.
3. Press [Enter] to load the database or databases you have chosen.
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 F: ERIC 1992-3/95                          Educational Resources Info
 G: ERIC 1982-1991                          Educational Resources Info
 H: ERIC 1966-1981                          Educational Resources Info
 I: PsycLit Journal Articles 1/90-6/95 American Psychological Assoc
 I: PsycLit Chapters & Books 1/87-6/95 American Psychological Assoc
 J: Journal Articles 1/74-12/89        American Psychological Assoc
 K: Sociofile 1/74-4/95
 L: PAIS International                      Public Affairs Information
 L: Periodical/Publisher Information   Public Affairs Information
===============================================================
```

Move cursor to the database you want to select, press the spacebar, note the check mark that appears next to the title of the database title and then press enter.

When you are ready to begin a search, the prompt FIND should be displayed at the bottom of the screen. If the prompt FIND is not displayed, press F2. To clear all your previous searches press F7. Note example below.

```
=================================================================
                        The ERIC Database
              Educational Resources Information Center

The ERIC (Educational Resources Information Center) database
consists of the Resources in Education (RIE) file of document
citations and the Current Index to Journals in Education (CIJE)
file of journal article citations from over 750 professional
journals. Sponsored by the U.S. Department of Education, ERIC is
a network of 16 Clearinghouses, each specializing in a separate
subject area.

Pgdn
       -----------------------------------------------------
       | To learn more about the database          Press F3 |
       | To learn more about the retrieval system Press F1 |
       | To use the THESAURS                       Press F9 |
       | To search   type a word or phrase then press enter|
       -----------------------------------------------------
_________________________________________________________________
FIND:

Type a search then press Enter.  Use the INDEX (F5) to pick terms.
=================================================================
```

Entering Terms

Near the bottom of the screen you will see the prompt FIND. Type a word or phrase relating to your search request.

A search request can be:
  A term consisting of words or numbers, like 3M
  A phrase, like new york city
  A hyphenated phrase, like drug-abuse
  Terms combined with operators, like dog and puppy
  A word root, indicated by an *, like comput* (computer)
  A previous search request, indicated by the # symbol
  and the search number, like #6
  A descriptor (a subject heading found in the thesaurus)

```
FIND:dyslexia
FIND:computer anxiety
FIND:manis jane
FIND:drug-abuse in de
```

Press the enter key after typing in your search request.

Displaying Records

The computer will display the numbers of records your search matched, see example below.

```
======================================================================
 SilverPlatter 3.11    ERIC 1982-6/94     F10=Commands F1=Help
----------------------------------------------------------------------
No.      Records  Request
 #1:      217     BASKETBALL


----------------------------------------------------------------------
FIND:

Type search then Enter. To see records use Show (F4). To print use
F6
======================================================================
```

The system will automatically display all records from your most recent search by pressing F4. To show the records from a previous search, press F2, then type the search statement number and press Enter. Press F4 to display results.

More complex searching

Boolean operators, and, or, and not, may be used to combine search terms and sets.

AND	retrieves records containing both terms.
OR	retrieves records containing either term.
NOT	eliminates records containing the term.

for example: FIND:gifted and young
FIND:exercise or aerobics
FIND:cat not kitten

Note search results below using the AND operator

```
=================================================================
 SilverPlatter 3.11    ERIC 1982-6/94     F10=Commands F1=Help
-----------------------------------------------------------------
No.      Records  Request
 #1        217    BASKETBALL
 #2      13534    FEMALES
 #3:        26    #1 AND FEMALES

-----------------------------------------------------------------
FIND:

Type search then Enter. To see records use Show (F4). To print use
F6
=================================================================
```

Limiting your Search

To limit your search by: Type

```
   Language                           la=english
   Publication year                   py=1994
```

Examples:

```
         FIND:#22 and la=english
         FIND:evaluation and py=1993
```

Moving Through Records

Use PgUp/PgDn keys or down/up arrow keys.

Printing Records

The system will automatically print records from you most recent search. To print all the records press F6 or P for print. To print records from a previous search, press F2, then type the search statement number and press enter. Press F6, then press Enter to print. To print selected records, Press F6, tab to the Records: setting on the menu and type the numbers of the records you wish to print, e.g., 1, 2, 5, 7-11. Press enter.

Quitting the system

When you have finished searching, press Esc. Then type Q for quit.

CHAPTER NINE

GOVERNMENT DOCUMENTS COLLECTION

The United States Government is the largest publisher of materials in the world. Its publications called documents cover in content just about every topic that one might be interested in. The Federal Government has been in the printing business since 1861 when the Government Printing Office was officially opened. Prior to that time official U.S. Government publications were printed for the government. Government publications are a valuable source of information that is both relatively easy to use and to find.

The I.D. Weeks Library is a selective depository for U.S. Government publications (referred to as **documents**) and a depository for South Dakota State Government publications. The Document Collection is located on the 2nd floor. The collection is especially strong in areas of law, health sciences, education, history and political science. One of the unique features of the library's documents collection is its nearly complete coverage of Congressional materials dating from the Continental Congress to the present.

The Government Documents Reference librarian's office is located on the 1st floor of the library. The Documents Librarian is usually available from 8:00 a.m. - 5:00 p.m. weekdays. On weekends reference assistance may be acquired at the main floor reference desk.

The I. D. Weeks Library and some participating South Dakota Library Network Libraries (PALS) began entering their current U.S. Government publications into the online database in 1990. Depending on your topic and your results, it is possible now to retrieve both U. S. Government publications and books using the online catalog. However, since only recently issued documents are being added to the database, it may be necessary to use print indexes (Monthly Catalog) or the GPO CD-ROM to locate some government publications.

Arrangement of Government Documents

The U.S. Government has devised a number of finding aids to locate government publications and has devised a unique method of classifying their publications.

U. S. Government publications are arranged on the shelves in the I. D. Weeks Library by the Superintendent of Documents Classification System. This is a system which classifies a document with an initial letter(s) representing the agency originating the document, and numerals, which designate the individual office and the kind of publication.

The major agencies are:

A	Agriculture Department	JU	Court System
C	Commerce Department	L	Labor Department
CR	Civil Service Comm.	LC	Library of Congress
CS	Civil Service Comm.	LR	National Labor Relations
D	Defense Department	NAS	National Aeronautics & Space
E	Energy Department	P	Postal Service
ED	Education Department	PR	President of the U.S.A.
EP	Environmental Protection	PrEx	Executive Office
FT	Federal Trade Commission	S	State Department
GA	General Accounting Office	SBA	Small Business Administration
HE	Health & Human Services	SI	Smithsonian
HH	Housing, Urban Develop.	T	Treasury Department
I	Interior Department	TC	Traiff Committee
IC	Interstate Commerce Comm.	TD	Transportation Department
J	Justice Department	VA	Veterans Administration

Y3 Commissions, Committees, Board
Y4 Congressional hearings

How to locate the documents you need:

In January 1990 the I. D. Weeks Library and other SDLN libraries began entering their U.S. Government holdings into the online catalog database. Depending on your topic and your results it is possible now to retrieve U.S. Government publications using the online catalog. However since only recently issued documents are being added to the database it will still be necessary to use the **Monthly Catalog of United States Government Publications** (available on the index tables, main floor, as a print index). The **Monthly Catalog of United States Government Publications** is also available as a CD-ROM and is loaded on the library's local area network (LAN). The **Monthly Catalog** on CD-ROM provides access from 1976 on.

Using the **Monthly Catalog**

The **Monthly Catalog** is the basic bibliography and finding list for government publications. It is arranged by Superintendent of Documents Classification System, which amounts to organization by agency that publishes the material. Full Information is given for each entry, and often there is enough detail to reveal content.

The bibliographic entries in the **Monthly Catalog** are arranged in Superintendent of Documents Classification number order. Each record is also assigned a unique catalog number, which consists of a two-digit prefix representing the catalog year, followed by a sequential number beginning with 1 in the first issue of each year. Within this arrangement, the publications of each Government author are further identified by the name and address of the issuing agency.

Catalog entries may be accessed by the following indexes:

Author index: An alphabetical list of personal authors, editors, co-authors, corporate authors, and conferences.

Title index: An alphabetical list of titles proper, subtitles, and alternate titles.

Subject index: An alphabetical list of subjects derived from the the **Library of Congress Subject Headings**.

Series/Report index: An alphabetical listing of series statements and tracings, series numbers, and report numbers.

Contract number index: An alphanumeric list of contract, grant, and project numbers associated with technical report publications.

Stock number index: An alphanumeric list of Superintendent of Documents and other sales stock numbers.

Title keyword index: An alphabetical list of truncated titles, arranged by important words selected from publication titles.

Listings in all of the indexes are followed by the catalog entry number, which refers the user to the complete bibliographic citation. Listings in the Title and Subject indexes are augmented with the publications' author and classification number to enhance identification and retrieval. Cumulative indexes are published semiannually, annually, and quinquennially.

The steps to use the Monthly Catalog

Step 1. You look up your item by subject or by author, using the indexes at the back of the **Catalog**.

Example from the subject index:

```
 subject                title of document
   \                   /
 Space stations.   /
   NASA space station.  (NAS 1.2:sp 1/50),
    87-11780                /
      /                   /
   /                    Sudocs #, needed to
Monthly Catalog #          locate document on shelf
```

Step 2. a. Using the **Monthly Catalog** number (e.g. 87-11780, these numbers are consecutively arranged from Jan-Dec for each year 1,2,3, etc.) turn back from the subject index to the main entry section (note sample below) located in the front of the **Catalog** to determine the Sudocs number and then locate the item on the shelf in the government documents collection.

b. Locate the item on the shelf using the Sudocs number provided with the subject entry.

Sample bibliographic entry from the **Monthly Catalog**

```
================================================================
        Monthly catalog #
        /                         Sudocs #, needed to locate
  87-1178                   /         item on shelf
                           /
                  NAS 1.2:sp 1/50
  NASA space station. -[Washington, D.C.?]: National Aeronautics
   and Space Administration, [1986?]
   1 sheet : col. ill. ; 45 x 30 cm. folded to 23 x 11 cm.
  Shipping list no.:86-397-P.  Item 830-C
   1. Space stations. I. United States. National Aeronautics
  and Space Administration. II. Title: Space station. OCLC
  15160914
================================================================
```

Example from the author index

```
================================================================
     author                            title of document
        \                             /
      Rosbury, Keith KD.        /
        Handbook : dust control at hazardous
         waste sites /, 87-11024
================================================================
```

Sample Entry from the Online Catalog

```
================================================================
Screen 001 of 001 Record 0007 of 0280 USD      Catalog USD
 LOCATION: 2ND FLOOR GOVERNMENT DOCUMENTS S 1.71/4:1293
   AUTHOR: Bush, George, 1924-
    TITLE: Against agression in the Persian Gulf / President Bush.
PUBLISHER: Washington, DC : U.S. Dept. of State, Bureau of Public
              Affairs, Office of Public Communications, [1990]
DESCRIPTN: [2] p. ; 28 cm.
  SUBJECT: Kuwait--History
  SUBJECT: Persian Gulf States--Strategic aspects.
   BIB ID: 00-22368271
--Type DS to Display availability Status / RE to recall index

================================================================
```

Other useful document indexes

Index Table	**Cumulative Subject Index to the Monthly Catalog of U.S. Government Publications, 1900-1971.** A one stop index to the **Monthly Catalog**, as this is a merger of 51 separate sources of index entries, into one single-alphabet subject index. The publishers have also done original indexing of 30 early issues of the **Monthly Catalog** which had never been indexed by subject and added these entries to the accumulation.
Index Table	**The C.I.S. Index to Publications of the U.S. Congress** Indexes and abstracts Congressional publications. Includes hearings, committee prints, as well as house and senate documents. Items are indexed by subject, popular title, author, name, bill and report.
Ref KF 48 Year of Cong	**United States Code Congressional and Administrative News** Includes all public laws, legislative history, executive orders, presidential proclamations, administrative regulations, messages of the President, popular names of laws, includes an index.
Ref KF 18 L5 Cong	**Digest of Public General Bills and Resolutions** The **Digest**'s principle purpose is to furnish in summary form, the essential features of public bills and resolutions and changes thereto made during the legislative process.
Ref JK 1 C66	**Congressional Quarterly Almanac** The **Almanac** contains summaries of major Congressional actions. **The Congressional Quarterly Weekly Reports** (Ref JK 1 C15) is an excellent source to keep current with the weekly events of Congress.

South Dakota State Government Documents

Public access copies of South Dakota State Government Documents are located on the 2nd floor, near the Federal Government Documents Collection.

To locate South Dakota State documents use **An Index to South Dakota Government Publications**, copies of which are available in the reference collection (Ref Z 1223.5 S62 E32) and in the Government Documents Collection. Selected South Dakota State documents can also be located through the Online Public Access catalog (PALS).

Locating South Dakota Laws

Ref KF 62	**United States Code.** The **Code** contains all general and permanent laws of the United States in force, arranged under 50 titles (subject).
Ref KFS 3030 1967	**South Dakota Codified Laws** Arranged in 16 volumes, with a general subject index.
Ref 3025 A3	**Laws of South Dakota** Contains copies of the proposed constitutional amendments and of the enacted bills passed by the legislature of the state.

CHAPTER TEN

THE MAP COLLECTION

The I. D. Weeks Library map collection is located on the 3rd floor southeast corner of the library. The collection provides nationwide coverage through more than 21,000 maps. The map collection covers a wide range of topics from ethnology to geology. The primary geographical focus of the collection is South Dakota with some coverage of the surrounding states. The collection is supplemented with atlases, globes and gazetteers located in the main floor reference collection, and can be accessed by using the online catalog.

The majority of the maps owned by the I. D. Weeks Library are produced by the United States Geological Survey (U.S.G.S.). Maps published by the U.S.G.S. are very detailed, especially the 7.5 series quadrangles (1:24,000), and serve a wide range of uses. The library is also a depository of United States Geological Survey publications including the series GP...; GQ....; H...; I 19.87; I I 19.88; I 19.89; I 19.91; GQ...; GP.

The Chilson Room (Archives, 3rd floor) houses a collection of maps, charts, general atlases and county atlases produced in the 18th and 19th century. Materials in this collection can be identified through the Online Public Access Catalog (PALS).

Because the majority of the maps in the library's collection are not listed in the Online Catalog, the researcher may have to take a number of different approaches to locating maps owned by the library. For some maps available in the I. D. Weeks Library you will have to use the map collection card catalog (located on the 3rd ~~main~~ floor, near the reference desk) or the <u>Monthly Catalog of United States Government Documents</u>, which is an index to United States Government publications. The map collection card catalog is arranged by subject and geographic area. Maps can also be located through the Online Catalog by their title, author, key word (term search) or by LC subject. You can use the **format** command to narrow down your search specifically to maps after creating the first bibliographic set. For example to locate a map of Africa type at the prompt USM=>

```
        USM=>te Africa (press enter)
             1627 records matched search   the records
             ------Type DI ~~1-20~~ to Display ~~first 20 records~~
```

then type the format limit **fo map**

```
 CATALOG-USM=>fo map (press enter)
           37  32 records matched limit command the
               ------Type DI ~~1-20 to~~ Display ~~first 20~~ records
```

then display your index list of 32 records by typing at the prompt USM=>

```
USM=>Di
```

then look through the index list, select appropriate title and display record to copy call number. NOTE sample below:

```
=================================================================
Screen 001 of 001 Record 0016 of 0037 USM      Catalog USD
 LOCATION: 2ND FLOOR MAP COLLECTION
   AUTHOR: United States. Central Intelligence Agency
    TITLE: Horn of Africa
MATH-DATA: Scale [ca. 1:17,500,00] (E 290--E 540/N 200--S 70).
PUBLISHER: [Washington, D.C.? : Central Intelligence Agency, 1992]
DESCRIPTN: 1 map : col. ; 18 x 17 cm.
  SUBJECT: Africa, Northeast--Maps
   BIB ID: 00-27677573
----Type DS to Display availability Status / RE to Recall Index
CATALOG-USM=>
=================================================================
```

In addition to the cataloged maps, the map collection also houses a collection of United States Geological Survey (USGS) sheet maps called topographic quadrangles at the scales of 1:24,000, 1:25,000, 1:100,000 and 1:250,000.

USGS topographic quadrangles are filed in metal cabinets, and are arranged by state and within each state, alphabetically by the title of the map (called a quadrangle name). To determine which map quadrangle to use refer to the <u>Index to Topographic and Other Map Coverage</u> booklets published by the United States Geological Survey. These index booklets are available on the top of the map cases on the ~~second floor~~ Third. Or use the Index map sheets that are located in the map cabinets for the states of Minnesota, South Dakota, Iowa, Montana, Nebraska and North Dakota. To use the index maps find the name of the quadrangle (your area of interest) on the map and note its name and retrieve it from the appropriately lableled map cabinet. If you want a quadrangle sheet that adjoins the one you have note the quandrangle names that are printed on the border of each sheet.

CHAPTER ELEVEN
NEWS INDEXES

Newspapers provide accounts of current events and can show trends of public opinion. Newspaper indexes can be used to locate the most recent news on a topic, and often they are the only source of information on a specific issue.

Location of Newspapers

Current copies of newspapers are located on the second floor of the library, selected older issues are available in microfilm format on the second floor.

Location of newspaper indexes

The library owns a number of major newspaper indexes they are the New York Times, Wall Street Journal and the Sioux Falls Argus Leader. For campus information The Volante Index is available. Indexes are located on the index tables near the reference collection.

Using Newspaper Indexes

NEW YORK TIMES INDEX

The New York Times Index covers national and international news, provides coverage of obituaries, publishes complete texts of important documents and speeches, gives extensive business reports, and covers sports.

The index is made of summaries of news under subject headings that are arranged alphabetically. Important entries under each subject heading are arranged chronologically.

InfoTrac-CD ROM provides an alternative method of searching for information from the New York Times. The most current 6 months of the New York Times is indexed and available on InfoTrac.

Sample entry from the New York Times

```
=================================================================
subject                      Description of article
    \                                   /
  AMERICAN Brands Inc.              /
    American Brands Inc elects Peter Reed Jr and John
  Ludes vice presidents (S), Ja 3,IV,2:4
    American Brands Inc names William J. Alley chief
  financial officer (M), F 27,IV,2:5
                          /     /     /  /  \
     length of article date section page column

     (S,M,L) denotes length of article
=================================================================
```

Note articles are arranged chronologically

After you find an article on your topic in the index, you can find the newspaper itself on microfilm in room 214.

THE SIOUX FALLS ARGUS-LEADER INDEX

The purpose of this index is to provide a practical guide to South Dakota news. Included are biographical articles about South Dakotans; news by local writers; all editorials; reports of committees, conventions, meetings, etc.; articles on local history, arts, business, and musical performances; features on education, employment, population trends, and parks and recreation, etc. National and international items which are indexed in the New York Times and the Readers' Guide to Periodical Literature are omitted unless the subject matter is relevant to South Dakota. Also omitted are items in the following general categories; national columns; birth, engagement, wedding and obituary announcements; daily sports news; public notices; minutes of city and county commission meetings; and hospital and police records.

The Index is published monthly.

Subject headings are arranged alphabetically under each main heading. The entries are arranged chronologically. The input record is composed of three fields:

1. Subject heading - e.g. railroads

2. A ten-character alpha-numeric code containing the date (year, month, and day) and pagination (section, page, and column).

3. The headline notation-e.g.: "Legislators must find way to run trains." Thus an entry composed of the above units would read:

```
 SUBJECT    DATE  PAPER           NOTATION
 \           \     \                \
Railroads  810102  A014  Legislators must find way to run trains
```

FACTS ON FILE

Facts on File summarizes national and international news events. The index is also an independent reference tool to find the dates of events, to find full names and titles of individuals and associations, etc.

The "Semi-Annual News Index" and "News Index" tound in back ot each volume refers you to the page, margin letter and column of Facts on File where information on your topic is located.

Sample entry from Facts on File

```
   Description
     of event                             Column
      \                                       /
        \                   Month  Day       /
          \                     \  /        /
Challenger explodes after liftoff 1-28, 49A1
```

CHAPTER TWELVE

BIOGRAPHICAL INFORMATION

There will be times when you will need information about an individual, possibly for background data on a political figure in the news, or to check the credentials of authors and scholars.

You may already know some of the following techniques to find biographical information:

1. The encyclopedia for a brief summary of a well known person's life.

2. Using the Online Catalog to find books about a person.

3. Periodical indexes and abstracts will frequently list magazine articles about a person.

The I. D. Weeks Library has many biographical sources in its reference collection and its general collection that you consult. Who's Who in America, Dictionary of National Biography, and American Men and Women of Science are a few examples.

With so many different biographical sources available, a beginning researcher often doesn't know which one will contain information on the person of his interest. Fortunately, the two indexes described below make a search for biographical information simple in most cases.

BIOGRAPHY AND GENEALOGY MASTER INDEX (Ref CT 214 B56x)

Biography and Genealogy Master Index is a consolidated index to more; than 3,200,000 biographical sketches in over 350 current and retrospective biographical dictionaries. You can use it to find what you need in three easy steps:

Step 1. Look up the surname of the person you need information about.

Example:

\
Anastasi, Lorene Mary 1936- WhoAmW 70

Step 2. Refer to the codes given in the front of the volume. Call numbers are written in for those biographical dictionaries the I.D. Weeks Library owns.

Example:

WhoAmW Who's Who of American Women

Step 2. Look for the book either in the reference collection or the stacks area depending on the call number.

BIOGRAPHY INDEX

The Biography Index is a guide to biographical material appearing in periodicals indexed in other Wilson Company Indexes (e.g. Readers Guide, etc.) selected additional periodicals, current books of individual and collective biographies, etc. It includes people living and dead from all countries. Use it as follows:

Step 1. Look up the person of your interest. You may find a book or an article or both.

Example:

```
              King, Stephen, 1947-, author
                Foltz, K.  An unstoppable thriller King. il pors
                  Newsweek 105:62-3 Je 10 '85
                         /       \         \      \
         periodical          volume     month & year
```

Step 2. a. If you found a book cited, look it up in the online catalog to determine if the library owns it.

b. If you found a periodical article, look for the full periodical title in the front of the Biography Index and then check the Weeks Library Serials holdings List to determine if the library owns it and where it is located.

CHAPTER THIRTEEN

ESSAYS IN COLLECTIONS

Essays or articles similar to those one ordinarily expects to find published in magazines are also frequently published as collections in book form. However, since the individual articles are not separately entered in the online catalog, it is not easy to locate them there. The best means to locate materials in collections is to use:

Essay and General Literature Index
New York: H. W. Wilson Company.

The Essay and General Literature Index is an index to over 4300 essays and articles in 349 volumes of collections of essays and miscellaneous works. The index provides an author and subject approach to collections published since 1900.

A section at the back of each volume, "List of Books Indexed," contains an alphabetical list of books with complete bibliographic information: author, title, publisher, and date.

How to use the Essay and General Literature Index

Step 1. a. Look up the subject or author of your interest.
b. If you look up a subject, you will find the author and title of an essay, followed by an "In" reference to the book where the essay will be found.
c. If you look up an author of any essay, you will find the title of the essay, followed by an "In" reference to the book where the essay will be found.

Examples:

If you look for an essay by Barbara Smalley

Smalley, Barbara
Lawrence's "The princess" and Horney's
"idealized self". (In Third force
psychology and the study of literature;
ed. by B.J. Paris p179-90) \
\ \
\ - author & title
of essay

If you look for an essay about "Silent films"

Subject
/
Silent films
Tucker, J.E. Voices from the silents. (In
Wonderful inventions; ed. by I. Newsom p31-45)
\ /
title & editor of
book that contains
essay

If you look for an essay about Claude Simon

Simon, Claude

About
Britton, C. Claude Simon's generation game:
the family and the text. (In Claude Simon,
new directions' ed. by A.B. Duncan p10-29)

Step 2. a. Look up the "In" reference in the back of Essay and General Literature Index in the "List of Books Indexed." Usually you can find the book of essays under the editor's name; if not, try the title.

b. Check the card catalog to see if the I.D. Weeks Library owns the book. (some call numbers have been penciled in for your convenience)

Short Story Index
New York: H. W. Wilson Company.

The Short Story Index indexes short stories published in collections and selected periodicals. The index is arranged in four parts. Part 1, is arranged in dictionary form with author, title, and subject entries in one alphabet. Part 2, is a list of collections indexed, arranged alphabetically. Part 3, is a list of publishers and distributors. Part 4, is a list of periodicals that are regularly scanned for short stories.

How to use Part 1, of the Short Story Index:

Author entry. This entry gives the name of the author and the title of the story. For stories found in collections, information provided includes title and editor of the collected work. For fuller information about the book in which the short story is located consult, part 2, List of Collections Indexed. For stories found in periodicals the periodical title, volume number, pagination, and date are included. For fuller information about the periodical in which the short story appears in consult part 4, Directory of Periodicals.

Sample entry from a collection:

==

Lessing, Doris May, 1919-
The habit of loving
The Art of the tale; ed. by D. Halpern

==

The above example shows that the story by Doris May Lessing, "The habit of loving," appears in the collection The Art of the Tale, which is edited by D. Halpern. For fuller information about the book consult the List of Collections Indexed.

Title entry. This entry is used to identify the author under whose name the source of the story will be found. The first word (not an article) of each title is in boldface type.

Sample entries:

==

The **habit** of loving. Lessing, D.M.
Rerun. Tyler, A.

==

Subject entry. Stories found in collections, which deal in whole or in part with a particular subject, are listed under that subject. Such entries are in capital letters, in boldface type. Consult the author entry for the title of the story collection.

Sample entry:

==

MARRIAGE PROBLEMS
Lessing, D.M. The habit of loving

==

Play Index
New York: H. W. Wilson Company.

The Play Index indexes both individual plays and plays in collections, written in or translated into English. The Play Index will indicate by symbol if a play is for children, or for young people. The Play Index is arranged into the following parts: Part 1, author, title, and subject index. Part 2, cast analysis. Part 3, list of collections indexed. Part 4, directory of publishers and distributors.

How to use Part 1: Author, Title, and Subject Index.

This section provides detailed information about individual plays. Entries will be found under author, title, and subject. The author entry for the play includes the following information: name of the author, title of the play, a brief descriptive note, the number of scenes and settings is omitted. For puppet plays the cast is given only as number of characters. In the case of single plays the publisher, date, and pagination are given. If the play is also entered in a collection, the name of the collection is given.

Sample author entry:

===

Hwang, David Henry
The sound of a voice. Dramatists 1984 25p

----Same
In The Best short plays, 1985

===

All plays are also listed under their titles followed by the name of the author. Fuller information is obtained by consulting the author entry.

Sample title entry:

===

The sound of a voice. Hwang, D.H.

===

All plays dealing in whole or in part with a particular subject are listed under that subject. Fuller information will be found by consulting the author entry.

Sample subject entry:

===

Dreams
Browne, D. G. Four in the morning

===

The Columbia Granger's Index to Poetry (Ref PN 1022 H39 1994)
New York: Columbia University Press.

The Columbia Granger's is an index to over 79,000 poems. The index is arranged in the following parts. Part 1, List of Anthologies in which the poems can be found in, including the anthology symbol. Part 2, Title and First Line Index. Part 3, Author Index. Part 4, Subject Index.

Sample from the Title and First Line Index:

All flesh. Francis Thompson. BrPo

Francis Thompson is the poet, BrPo is the symbol for British Poetry in which this particular poem can be found.

Sample from the Author Index:

==

Gray, John
Barber, The

==

This entry shows a poem written by the poet John Gray, to determine where the poem "The Barber" is located turn to the Title and First Line Index.

Sample from the Subject Index:

==

Mushrooms
Autumn Mushrooms. MacKenzie

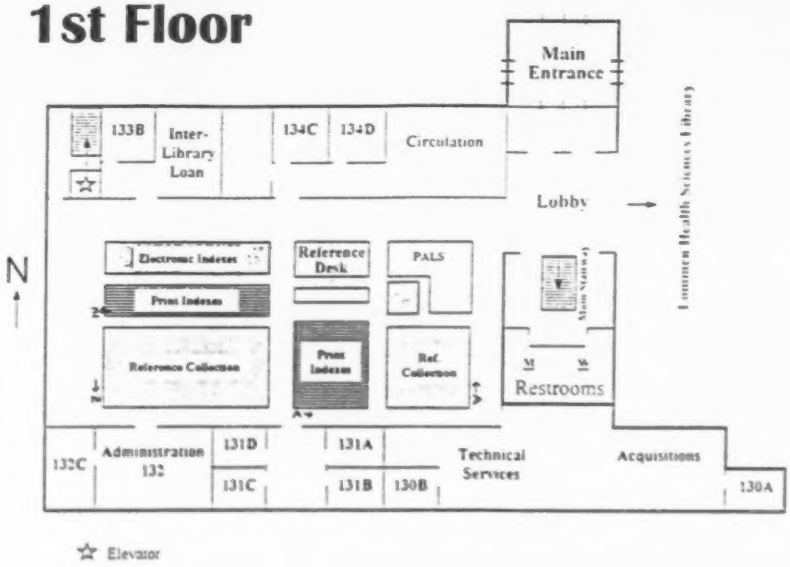
==

To locate this poem about mushrooms consult the Title and First Line Index.

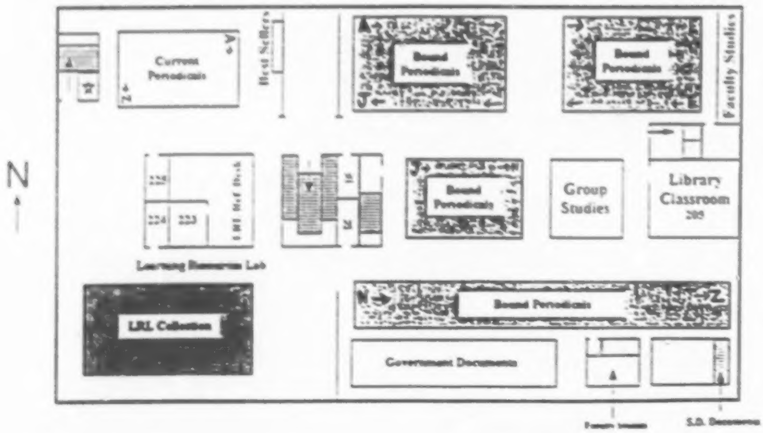
Familiar Quotations (REF PN 6081 B27 1992)
Boston: Little, Brown.

Bartlett's Familiar Quotations is an index to the sources of selected quotations, phrases, passages, and proverbs. Familiar Quotations is arranged into the following parts: Part 1, Index of Authors. Part 2, The Quotations, arranged under the author. Part 3, The Key Word Index.

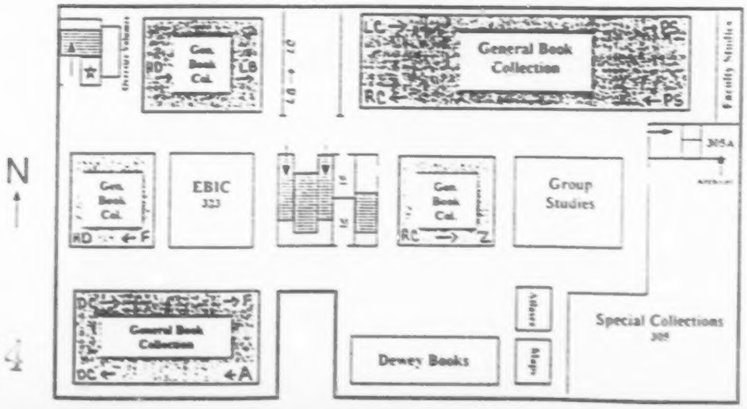
1st Floor


Main Entrance
133B
Inter-Library Loan
134C
134D
Circulation
Lobby
Common Health Sciences Library
N
Electronic Indexes
Reference Desk
PALS
Print Indexes
Main Stairway
Reference Collection
Print Indexes
Ref. Collection
M
W
Restrooms
132C
Administration 132
131D
131A
Technical Services
Acquisitions
131C
131B
130B
130A
☆ Elevator

2nd Floor


Current Periodicals
Best Sellers
Bound Periodicals
Bound Periodicals
Faculty Studies
N
226
224
223
LRL Ref Desk
W
M
Bound Periodicals
Group Studies
Library Classroom 205
Learning Resources Lab
LRL Collection
Bound Periodicals
Government Documents
S.D. Documents

3rd Floor


Oversize Volumes
Gen. Book Col.
HD
LB
General Book Collection
LC
PS
RC
PS
Faculty Studies
305A
N
Gen. Book Col.
HD
F
EBIC 323
W
M
Gen. Book Col.
RC
Z
Group Studies
DC
F
General Book Collection
DC
A
Atlases
Dewey Books
Maps
Special Collections 305

BEST COPY AVAILABLE

COURSE OUTLINE

USE OF LIBRARY RESOURCES A & S 111

Instructor: John Van Balen
Office: 134D I. D. Weeks Library
Office Hours: By appointment and when I am working at the reference desk: Monday & Friday 10-12 am,
Tuesday 10-12 am, 3-5pm
Wednesday 7-10 pm
Thursday 3-5 pm

Credit/grade: 1 credit hour, letter assigned grade.

Course Description: This course is designed for undergraduate students who wish to obtain an overview of resources typically available in academic libraries. Students are introduced to both traditional and electronic library resources. Instruction includes the use of the online catalog, electronic databases, periodical indexes and abstracts, maps and selected encyclopedias and biographies.

Text: Van Balen, John. Guide to the I. D. Weeks Library. 1995.

Course Objective: By the end of the semester, you should be able to:

1. Locate the major facilities and services in the library.
2. Use the online public catalog effectively
3. Be able to locate books and other resources in the stacks of the I. D. Weeks Library through the use of call numbers, etc.
4. Be able to use selected electronic resources available to the public.
5. Use the basic paper indexes to periodicals, newspapers, book reviews and essays in collections.
6. Use microforms and equipment.
7. Use selected print reference sources.
8. Use selected map resources.

Course Format:

10 self-paced assignments accounting for 85% of the grade

1 mid-semester examination for 10% of the grade

1 bibliography worth 5% of the grade, this assignment is due **May 9, 1996**.

1. This course is an independent study. Do plan your work so you can get your assignments in on time. Please avoid the inevitable last-minute rush and the difficulties you will encounter due to lack of planning. You will be given 10 assignments to complete, please note their due dates below. You are also responsible for compiling a bibliography consisting of 20 references on a topic of your choice.

2. Since we do not meet in a formal classroom environment it is important that you read all materials assigned. The reading assignments are noted on the work you will need to complete. The assigned readings will assist you in completing your assignments. All reading assignments are either from the Guide to the I. D. Weeks Library or from the introductory or prefatory notes found on the resources you will be using.

3. Don't be afraid to ask me for help, I'll be more than happy to assist you. If I am not available you can leave a message at 6080, to set up an appointment. My office is behind the Circulation Desk.

Course Schedule:

	content	date due
Assignment 1	Library facilities	January 19, 1996
Assignment 2	Library of Congress Classification	January 26, 1996
Assignment 3	The Online Catalog	February 9, 1996
Assignment 4	Internet/Firstsearch	February 23, 1996
Mid-Term Examination	**Take Home Exam** Will cover PALS, library facilities	March 13, 1996
Assignment 5	Paper Indexes	March 15, 1996
Assignment 6	Electronic Resources	March 29, 1996
Assignment 7	News Indexes	April 5, 1996
Assignment 8	Biographies	April 12, 1996
Assignment 9	Essays	April 19, 1996
Assignment 10	Atlases & Maps	May 3, 1996

4. Bibliography Assignment is due May 9, 1996 and **will be not be accepted late**.

BIBLIOGRAPHY ASSIGNMENT ---

Compile a 20 item bibliography containing both books and journal articles that are **available** in the **I.D. Weeks Library**. The bibliography must be typed. Use the APA Style Manual format for compiling your bibliography. See pages 174-221, and page 265-266, in the Publication Manual American Psychological Association (Ref. BF 76.7 P82 1994)

The bibliography should be arranged in the following manner:

1. Start with a concise thesis statement (descriptive paragraph introducing the topic), for example:

> The following bibliography is a compilation of materials on the subject of handicapped children and their legal access to educational programs.

2. List the indexing & abstracting services you consulted. Include the search terms you used to find materials.

Note sample search topic below:

The Online Catalog:

search commands used: AU Davis Kimberly

SU Autistic children

ERIC

Indexing terms used: Autism
Learning disabilities

Education Index

Indexing terms used: Autistic children

Psychological Abstracts

Indexing terms used: Early infantile autism

The reference list (a list of works books, documents, journals, etc.) on your topic (20 items).

In general, alphabetize entries in the list of works cited by the author's last name, using the letter-by-letter system. If the author's name is unknown alphabetize by the first word in the title other than A, An, or The.

Note sample student bibliography attached.

Assignment 1 - Due January 19, 1996

Library Facilities

Your Name ______________________

Date ______________________

Read the following chapters in your textbook; Chapters One, "Introduction to the I. D. Weeks Library"; Chapter Two, "Library Departments"; Chapter Three, "Miscellaneous Services".

The purpose of this assignment is to acquaint you with the location of some of the major service points, resources and facilities in the library. You may wish to answer the questions below while giving yourself a self-guided tour of the building. Some of the brochures available in the main floor display rack may assist you.

INSTRUCTIONS: Using the question list below, fill in the blanks with the appropriate floor number: 1 = main floor, 2 = 2nd floor, 3 = 3rd floor. Some resources/services are available in more then one locations, so please note where they are all located. For example the online catalog terminals are available on the 1, 2, 3 floor.

I.

1. Best Sellers ___
2. Bound Periodicals ___
3. Chilson Room ___
4. Circulation Desk ___
5. College Catalogs ___
6. Current Magazines ___
7. Current Newspapers ___
8. Dewey Decimal cataloged books ___
9. Electronic exit security gate ___
10. ERIC Microfiche collection ___
11. Government Documents collection ___
12. Group study rooms
13. Interlibrary loan office ___
14. Learning Resources Laboratory ___
15. Library of Congress book collection ___
16. Map collection ___
17. Microfilm Collections ___
18. Music CD collection ___
19. Online Public Access Catalogs ___
20. Pamphlet File ___
21. Photocopiers ___
22. Public Telephones ___

23. Reference collection ____
24. Reference cesk ____
25. Reserve desk notebooks ____
26. Restrooms ____
27. Richardson Manuscript Collection ____
28. State Documents Collection ____
29. Telephone directories ____
30. Type writers ____
31. Video tape collection ____

II. Answer the questions below:

1. How are books arranged in the reference collection? Circle the appropriate answer(s)

By Library of Congress call numbers

By authors last name

By Dewey decimal call number

By size

2. Why would a student use the library's Interlibrary Loan service?

____

____

3. What is Uncover2 ?

____

____

4. How is the bound periodical collection arranged on the shelves on the second floor? circle the appropriate answer(s)

Alphabetically by title

Numerically

By height and color

5. Can bound periodicals be charged out to students, if so for how long?

____

6. Why would an instructor place course material on reserve?

____

7. Where do you charge out library books?

____

8. Are you required to have a valid ID card to charge out Materials from the library?

____

9. Why do you think the Library has an overdue/fine policy? Do you have suggestions for an alternative policy?

____

10. There are Online Public Access Catalogs (PALS terminals) on each floor. Are there printers attached to the PALS terminals available on the 2nd and 3rd floors.

2nd floor ________

3rd floor ________

____

11. The Microfilm and Microfiche collections are located where in the Library?

____

12. Microfilm reader-printers are housed where in the Library?

____

13. At what time does the library close on Friday?

____

14. Current issues of the library's magazines are located where in the library? How is this collection arranged?

____

15. Back issues (older) of the Sioux Falls Argus Leader Newspaper are located where in the library.

---

16. Does the Learning Resources Laboratory have viewing rooms to view videos.

____

17. Is it possible to listen to music CDs in the Library?

____

18. Name five types of audio-visual materials that are housed in the Learning Resources Laboratory.

______________ ______________ ______________

______________ ______________

19. Name three major newspapers available in microform that are housed in the Learning Resources Laboratory. Where are the current copies of these papers housed?

a.____________________________

b.____________________________

c.____________________________

20. Can Reference Collection books be checked (removed from the building) out to students?

____

21. The K-12 textbook collection is located where in the library?

____

Assignment 2 - Due January 26, 1996

Library of Congress Classification

Date ______________________________

Read Chapter Four, "Classification of Books".

The purpose of any classification system is to bring together comparable materials so that they can be easily found. Each item in the Library has been assigned a unique number. This number is referred to as a call number.

---

1. Name the two book classification systems that the I.D. Weeks Library uses.

   ____

   ____

2. Where are the Dewey Decimal classified books located in the library?

   ____

3. Library of Congress Classification has how many main classes (subjects) identified by a single letter of the alphabet.

   ____

4. In the Library of Congress Classification the beginning lettters in the call number represent what?

   ____

5. Match the Library of Congress Classification letter with its subject:

   A ____________________ B ____________________

   E ____________________ F ____________________

   G ____________________ H ____________________

   L ____________________ M ____________________

   N ____________________ P ____________________

   Q ____________________ R ____________________

PN______________________ RT ______________________

PS______________________ T ______________________

NB______________________ QP ______________________

6. Why do you think it is useful for researchers to become familar with the class and subclass numbers in their subject of interest?

____

____

7. In the Library of Congress Classification "O" is reserved for which subject area.

____

8. What subject area of the Library of Congress Classification system most closely approximates your college major or area of interest.

LC Classification letter ______________________

9. On what floor is the bulk of the Library Congress classified books housed?

____

10. Listed below are three sets of call numbers. For each set, arrange each group of numbers within the set in proper call number order.

PR	PN	PS	PN	PN
3533	771	261	3326	3533
B7	G27	F543	M37	C74
S6	V. 5	1987		
___	___	___	___	___

TD	TD	TD	TD	TD
525	194	194	195	525
L6	E58n	E58b	P4	L3
___	___	___	___	___

11. Indicate where (by floor) the call numbers below would be housed in the library.

for example:

PQ
280
08.7

3rd floor

Z	LRL	REF	635
696	BX	NC	C30
U5	C23	730	v.2
-----	-----	-----	-----

12. Go to the third floor book collection and find the books with the following call numbers. These books belong to multi-volume sets, just bring your instructor one volume from each set.

BF	BR	E
30	330	184
A56	E5	S2
v.---	v.---	N85
		v.---

Note:
Normally you would press the display status key (DS) on the PALS Online Catalog keyboard to determine if the book is available for check out before going to the book stack area.

13. Locate the following books (using the call numbers below) in the library stacks (third floor), write down the title of each book and the author.

author_______________________________

_______ title _______________________________

author_______________________________

_______ title_______________________________

14. Note the sample PALS screen below and indicate where these books are located.

```
=================================================================
   Screen 001 of 001 Record 0023 of 24 USD
   LOCATION:  LAST VOL IN REFERENCE 1ST FLOOR HA 202 .u54x
      TITLE:  USA Statistics in brief
  PUBLISHER:  [Washington, D.C.] : U.S. Dept. of Commerce
  DESCRIPTN:  v. ; 14 x 51 cm. folded to 14 x 11 cm.
    SUBJECT:  United States--Statistics--Periodicals
=================================================================
```

a. Location ____________________

```
=================================================================
Screen 001 of 001    Record 0001 of 0056 USD        Catalog USM
 LOCATION:  3RD FLOOR GV965 .S498 1978
   AUTHOR:  Shay, Arthur.
    TITLE:  40 common errors in golf and how to correct them /
               Arthur Shay.
PUBLISHER: Chicago : Contemporary Books, c1978.
DESCRIPTN: xi, 108 p. : ill. ; 29 cm.
  SUBJECT: Golf.
   BIB ID: 00-03433089
---Type  DS  to Disiplay availability Status / RE to Recall index
CATALOG-USM=>
=================================================================
```

b. Location _____________________

```
=================================================================

Screen 001 of 001    Record 0001 of 0002 USD        Catalog USD
LOCATION:  DEWEY BOOKS - 3rd FL SOUTHEAST 720.4 B73a
  AUTHOR:  Bragdon, Claude Fayette, 1866-
   TITLE:  Architecture and democracy, by Claude Bragdon, F.A.I.A.
PUBLISHER: New York, A. A. Knopf, 1918.
DESCRIPTN: 213 p. illus. 21 cm.
  SUBJECT: Sullivan, Louis H., 1856-1924
  SUBJECT: Architecture--United States
  SUBJECT: Architecture
   BIB ID: 00-00423683
---Type   DS to Display availability Status / RE to recall index
---Type   NR to display Next Record in list
Catalog-USD=>

==========================================================
```

c. Location ________________

Assignment 3 - Due February 9, 1996

The Online Catalog - PALS

Your Name ______________________________________

Date _______________

Familiar to millions of Americans the computer has become a common tool to use at home and at work. The I. D. Weeks Library replaced its paper card catalog with an online catalog utilizing a mainframe housed at Spearfish, South Dakota to access its book and other collections. In this assignment you will learn to master PALS the library's online catalog. Be sure to read chapter five in your textbook. Please ask questions as they arise from me or any reference librarian.

---

1. In your own words what is the purpose of the Online Public Access Catalog?

   ____

   ____

   ____

2. Describe the four separate operations you usually perform to access online catalog information.

   ____

   ____

   ____

3. List the indexes/abstracts, numbers 1-8 that are displayed on the monitor when you press the begin key on a PALS keyboard. (Since the publication of the Guide to the I. D. Weeks Library the menu screen has changed from what you will find in the text)

   ____

   ____

4. What do the acronyms below mean that are usually found on the PALS terminal keyboard?

DS ______________________________

NS ______________________________

PR ______________________________

Help ______________________________

DI ______________________________

PS ______________________________

RE ______________________________

BA ______________________________

5. What do the following two letter abbreviations mean when using the PALS system. Type help and letters (Help AU or Help TI, etc.) if you have questions about functions of these commands.

AU ______________

CO ______________

TI ______________

TE ______________

TT ______________

6. What is the command to sign off from the PALS system.

____

7. Write down the PALS commands you need to use to determine if the library has any books authored by Lorna Wing and James Smith. For example to locate books written by Ernest Hemingway you would enter Au Hemingway Ernest

USM=>__________

USM=>__________

8. Using the Online Catalog determine if the I. D. Weeks Library has any books published by the following authors. Write down the titles of the books on the lines provided below>

USM=>AU Michael Paul

____

USM=>AU Michaelson Mike

____

USM=>AU Smith Alan K

____

USM=>AU Smith Agnes

____

USM=>AU Whiting Meredith

____

9. How many books (entries) does the library have that are authored by Clark Sheftel?

----

10. When performing a title search what words of the title do you leave off?

_____________ _____________ _____________

11. What is the two letter PALS command to perform a title search?

_____

12. Does the I.D. Weeks Library (USM) own the following books titled:

Autism: myth or reality?	yes ______	No _____
The Acquaintance process	yes ______	No _____
Autistic children; a guide for parents	yes ______	No _____
A toddlers life: becoming a person	yes____	No _____
A child called Noah; a family journey	yes _____	No _____

13. If you are not absolutely certain of a title of a book what two letter PALS search command should you use?

----

14. The title for the book listed below may be scrambled determine if there is a title that closely matches it on the online catalog. Use a title term search.

The effects of autism and the family

actual title is ______________________________

15. What is one of the advantages of searching by author/title combination (CO)?

____

16. Perform an author/title search for the following authors/books.

CO Rasmusen sculpture

What is the author's first name and full title of the work?

____

____

CO Manatt Aegean

What is the author's first name and full title of the work?

____

____

17. What is the two letter PALS command for performing a Term search.

____

18. Perform a term search on the following topics. Write down the number of matches the computer made for each term and write down a title of a work relating to the topic.

TE dinosaurs

Number of matches the computer made ____________

Title of a work on this topic ________________________

TE Behavior therapy

Number of matches the computer made ____________

Title of a work on this topic ___________________

TE football

Number of matches the computer made ______________

Title of a work on this topic ______________________________

19. List the three Boolean operators most commonly used on the PALS system.

________________ ______________ ____________________

20. Provide examples how you would use the Boolean operators, **and, or, not,** when doing a term search.

----

21. Perform a multiple term search (two or more words in combination) for the following topics, show the number of matches the computer made.

TE teenagers alcoholism _______________________

TE women cancer _______________________

TE poetry Spanish _______________________

TE football women _______________________

22. Perform a multiple term search (TE) on the following topics, using boolean operators, and, not, or, write in the number of matches you made.

drugs not alcohol _____________________

youth or teenagers or adolescents ___________________

rain not snow ________________________

alcohol or drugs ________________________

23. When searching by subject (SU) a researcher needs to use what type of headings?

____

24. Perform a subject search on the following headings

SU euthanasia

How many matches did the computer make? ________

SU Metric system

How many matches did the computer make? ________

SU Nervous system

How many matches did the computer make? ________

Note:

Keep in mind that there are two approaches of locating materials by topic/subject: by Library of Congress Subject Heading (SU) and Term (TE) key word search. Term searching in most cases provides a broad approach to locating materials by topic, use of Library of Congress Subject Headings usually is the most exact means of finding items.

25. Perform the same search as you did above but use the term command (TE). Note the difference in numbers of matches the computer made.

term	number of matches
TE euthanasia	________
TE metric system	________
TE nervous system	________

26. Do any of the following USD instructor' have reading materials on reserve at the I. D. Weeks Library. You will need to use the Online Catalog.

Kenneth Renner ______________________

Bruce Smith ______________________

27. There are a number of different ways of reducing and limiting your search results. One of the best methods of reducing the number of matches in a search is to limit by year. Please identify the following commands and their purpose.

GT ____

EQ ____

LT ____

28. Perform the following search and limit the publications to materials published later then the year 1994.

TE Autism
GT 1994

Number of computer matches _________________

TE Persian Gulf
GT 1994

Number of computer matches _________________

29. On occasions it is helpful to browse the online catalog. Browse the following topics:

BR TE Vermont

Number of computer matches_______________

BR SU JUST WAR DOCTRINE

Number of computer matches ______________

30. List eight format (fo) commands that are available on the PALS system and their meaning (Help FO)

___________________ ___________________

___________________ ___________________

___________________ ___________________

___________________ ___________________

31. Does the library own any videos on the topic personnel management, perform a format search. Describe the commands you used.

USM=>____

number of matches the computer made ____________________

32. Does the library have any videos on teaching of Spanish, describe the commands you used. List one title below.

____

33. Identify the parts of the following record structure

```
          Screen  001 of 011   Record 0008 of 0137
__________:  3RD FLOOR HV6626.5 G64 1985
__________:  Goldstein, Arnold P.
__________:  Changing the abusive parent / Arnold P.
                  Goldstein, Harold Keller, Diane Erne
__________:  Champaign, Ill. : Research Press, c1985.
__________:  vii, 180 p. : i811. ; 23 cm.
__________:  Bibliography: p. 157-172.
__________:  Abusive parents--United States--Behavior
__________:  Child abuse--United States--Prevention.
-----Type DS to Display item availability Status
```

34. What is the display status DS command used for?

____

35. List three South Dakota private colleges that participate in the PALS Online Catalog, what are their access codes? Use the Help SY command to access a list of libraries.

____

____

____

36. What are the PALS access codes for Northern State University, and Mitchell Public Library

____________ ____________

37. What is South Dakota State University's three letter PALS library symbol.

____

38. Perform a <u>system wide</u> (sys) search and determine which libraries own a copy of the book <u>The African Savannah</u> Also show the commands you used.

```
USM=>TI SYS AFRICAN SAVANNAH
```

Libraries ________________________________

39. Does South Dakota State University have a book titled <u>The economics of tropical farm management</u>?

```
USM=>TI SDB (title of work)
```

What is the call number of this book? ________________

40. What Minnesota PALS library owns a copy of <u>All-weather golf</u>? (Don't forget that you have to switch into this file, type at the USM=>set host MUS. Upon completion type set host Local.

----

41. Perform the following the following TE searches and compare the results using the # sign:

Library	______________	Librar#	______________________
Fish	______________	Fish#	______________________
Run	______________	Run#	______________________

42. Inserting ? symbol within a word performs what function when doing a PALS search.

----

43. The Online Catalog provides access to the following periodical indexes, The Health Index, ERIC, Expanded Academic Index, General Periodicals Index, Business Index, and Company Profiles, Magazine Index.
There are two procedures you can use to gain access to these databases. You can select directly from the menu screen by picking the appropriate number 1-8. For example to access the General Periodicals Index, enter "2" after CATALOG-USM=>2, then press the enter key. The other method to gain access is to switch out of PALS Online Catalog by using the following commands. At USM=> type "set file hea" to enter the Health Index or type "set file ERI" to access the ERIC database, "set file Bus" to access the Business Index, or type "set file Gen", to access the General Magazine Index. To switch back to the online catalog type "set file Cat" at the prompt.

44. Access the Health Index and search for the following topic "smoking and lung cancer". Use the TE command.

Number of computer matches? ______________________

What is the title of one of the articles your retrieved topic________________________________

45. Access ERIC Search for topic "discipline and adolescents", use TE command.

Number of computer matches?_______________

What is the title of the journal/title of one of the articles about this topic__________________________________

____

46. Access the General Periodicals Index and search for the topic Persian Gulf syndrome.

Number of computer matches?_________________________

Print off one citation and attach to this assignment.

Assignment 4 - Due February 23,1996

FirstSearch

Your Name ____

Date ________________

In this assignment you will have an opportunity to use the **FirstSearch** databases that are made available through OCLC (Online Computer Library Center, Inc. There are presently over 50 databases available for you to search. These databases cover a wide range of subjects including physics, geology, history, literature and the arts.

Refer to the instruction sheets that I have provided you (yellow and gold). The gold sheet is called the "reference card" and provides tips on how to search the databases. The yellow sheet explains how to access **FirstSearch** and provides a partial list of the databases available.

At each PALS terminals there should be a small white colored binder titled **FirstSearch Databases** refer to this for instructions and indepth descriptions of the databases.

You will be accessing **Firstsearch** through the library's online catalog. At the prompt USM=> type the following.

```
USM=>set host ocl (press enter)
```

On occasions and it may be difficult to get connected, don't get frustrated. If you have a campus internet account use it to make the connection.

The computer will then prompt you to enter your authorization number which is printed on the **Firstsearch** card. Press enter again.

The computer will ask you for your password, this set of numbers and letters is also found on the **Firstsearch** card. Press enter.

A welcome screen will appear on the monitor. Press enter.

Select a topic area and then a database.

The following are your assignments

1. Access **FirstSearch** and view the list of topic areas. Select the topic area 7 "General and Reference"

   pick the database "Select Phone"

   Locate a phone number/address of a relative or friend and print off the citation (press the print button found on the terminal keyboard) and attach to this page.

2. Go back to the list of topic areas and pick a database of of your choice. Choose a subject to search and print off one reference relating to your bibliography topic. Your bibliography is due at the end of the semester. Please attach the reference to this page.

3. Have some fun investigating the **FirstSearch** databases.

NOTE THAT YOU WILL HAVE TO PICK UP YOUR MID-TERM EXAM ON MARCH 13

ASSIGNMENT FIVE

DUE DATE FOR THIS ASSIGNMENT IS MARCH 15, 1996

Your Name ______________________________

Date ______________________________

Read Chapter eight in the Guide to Library Resources. This assignment will acquaint you with some of databases that are mounted on the library's local area network as well selected stand-alone databases. Seek me out if you have any questions relating to this assignment. Don't get frustrated ask for help.

---

1. Name four electronic databases that the library currently subscribes to.

    ____

    ____

    ____

    ____

2. Which CD-ROM products correspond to the subjects below.

    Education ______________________________

    Psychology ______________________________

    Sociology ______________________________

    Government affairs ______________________

    English literature ______________________

    Business topics ________________________

    General academic topics _________________

The following questions 3-9, relate to Expanded Academic Index InfoTracs which are located near the main floor reference desk.

3. The Expanded Academic Index has a backfile that extends back to what year. Depending on the computer terminal you are using menu on the moniter will displays depth of the two blocks of years. The computer automatically defaults to the most current disk. Circle the correct year.

1990 1993 1980 1970 1985

4. When searching the InfoTrac databases (General Businessfile or Expanded Academic Index you can perform either subject or key word searches. Which of these two search methods will provide you the most relevant citations. Think back to the online catalog assignment and differences you noted when using Library of Congress subject headings (SU) and term searching (TE)

____

5. Using InfoTRAC Expanded Academic Index in the "key word" mode, locate the following.

An article about "gangsta rap"

printoff one reference using the F3 (print key) and staple to this assignment.

6. Use InfoTRAC Expanded Academic Index and find an article about "Calvin Klein cosmetics".

Who is the author ____

print off one the citation and attach to this assignment.

7. Use InfoTRAC Expanded Academic Index locate an article about "Dan Quayle".

What is the name of the journal that the article appears in?

____

Print off the citation and attach to this assignment.

8. Use InfoTRAC Expanded Academic Index and locate a movie review about casino. Use the key word search mode.

Print off a copy of the citation and attach it to this assignment.

9. The Expanded Academic Index (InfoTRAC) indicates if journals listed within are available in the I. D. Weeks Library **note the blue box in the upper right hand corner when you perform a search, press the F5 key to see holdings** In the search above for "Casino" determine if the library subscribes to the citation.

____

Use InfoTrac General BusinessFile to answer questions 10 - 11.

The General BusinessFile is supplemented with the Business Collection a full text and image microfilm collection located on the adjoining carousel. Ask for assistance from me or a reference librarian to access the full-text articles available in the Business Collection.

10. Locate an article about "Sneakers" (shoes). Print off one citation and attach to this assignment.

11. Locate company information about Gateway 2000. How many employees work for Gateway 2000? There are two screens of company information about Gateway 2000, scroll down to acquire the data you need. Use the subject search mode to answer the question. Print off citation.

____

The following questions 12-18 will give you experience in utilizing ERIC C-ROM product which is mounted on the library's LAN.
Please review the pamphlet attached titled "Searching SilverPlatter Databases."

In order to perform a successful search on ERIC-CD ROM it is helpful to first determine if your search term or topic is listed in thesaurus and then use the recommended term in your search for information. This can be accomplished in two ways either using the Thesaurus of ERIC Descriptors, a book located near the PC's that run the CD-ROM products, or using the thesaurus that is preloaded on the CD-ROM product (use the F9 function key).

There are two ways of entering your topic(s): (1) key word sometimes called free-text, when you would enter words such as "public agencies" in this manner or (2) as a thesaurus term where you would enter it in this manner (note the hyphen) "public-agencies". When you use a thesaurus term your search will be more specific in its results.

If your search term is a multiple-word term topic such as "Job Training" (and if it listed in the Thesaurus), you should enter it into the PC as job-training (it is not necessary to capitalize when you enter a word(s) into the computer. Note the hyphen between job-training.

12. Using the Thesaurus located near the computer terminals. (paper rather then computer thesaurus) determine if the following terms are listed. Enter the recommended term if any, identified by USE.

Group interaction ____________________

Teacher preparation ____________________

13. Just like the PALS online catalog the CD-ROM products also use Boolean connectors that can be used to combine terms. Explain the purpose of the following connectors and provide an example how you would use it in a search strategy:

Or ____

Example of its use in a search:____________________________

Not ____

Example of use in a search: ____________________________

And ____

Example of its use in a search:__________________________

14. For the following questions use ERIC. You will need to select ERIC from the menu displayed on the moniter (see page 67 in the Guide) which includes other databases such as PsycLit which you will also learn to use.

    Type in your search statement at "find", located at the bottom of the screen.

    A. Type in the following search as key word (without the joining hyphen) "**professional personnel**"

    note the screen display, what were your results ________

    B. Enter the topic as a thesaurus term "**professional-personnel**", note quicker response time and fewer matches.

    What were your results ______________

15. Provide four examples of search requests that you might enter into the ERIC databases, for example:

    FIND: spanish speaking
    FIND: speech communication

    FIND: ____________________
    FIND: ____________________
    FIND: ____________________
    FIND: ____________________

16. Search ERIC for the topics you listed above. (did you remember to check the thesaurus?

    A. How many matches did the computer make? _________
    B. " " " " " " " _________
    C. How many matches did the computer make? _________
    D. " " " " " " " _________

To view records press the F4 function key. **You must also press the F4 function key before you can print off any records.**

Printing off citations. First mark the records you want to print by pressing the letter "m" key or pressing <enter>. Note how the record is marked by the stars along the border of the citation. If you change your mind about printing a particular citation press "u" or <enter> for unmark.

REMEMBER TO MARK YOUR RECORDS OTHERWISE YOU MAY PRINT MANY HUNDREDS OF CITATIONS.

17. Search for a topic of your choice using the ERIC database (search request)

FIND: ______________________________

A. How many matches did the computer make? ______________

B. Mark one record and print off one citation and attach to this assignment.

18. Search for the following topic and then limit your result by year. For example:

FIND: test-theory
after the computer makes a match type at the find prompt
the year delimitor and py>1993

FIND: and py>1993 (for records published 1993 to the present

or the alternative

FIND: private-schools and py>1993

How many matches did the computer make? ______________

For the following questions 19-21 use PsycLit on the LAN. You have to quit ERIC to search this database and return to the menu screen.

19. Using the Thesaurus of Psychological Terms located near the CD-ROM PC's, determine if the following terms are used as search terms, you can also use the thesaurus preloaded on the PsycLit database (F9):

    Is parasitism used ____________________

    Is Physical trauma used _____________________

20. Perform the following search using PsycLiT. PsycLit is listed on the monitor menu, select journal articles.

    search for the following topic:

    sibling-relations

    how many citations did you retrieve? ___________

    print off one record (and attach to this assignment) **To show a record press the F4 function key. Remember to mark your records.**

21. Search for materials on "speech-disorders and stroke" Be sure to check the Thesaurus

    How many entries did you find related to this topic ______

    Printoff one citation and attach to this assignment.

For the questions below use Periodical Abstracts Research II There are four computer terminals located near the reference desk that have Periodical Abstracts Research II mounted on them.
You can search Periodical Abstracts Research II using two methods either by "quick search" or by "topics". For the questions below you will be using the "quick search" method, which is basically free text (like the TE command for the PALS online catalog).

22. Using the quick search method (option #2) search for the topic "birth defects."

    Print off one citation and attach to this assignment.

23. Using the quick search method, search for the topic "Insanity pleas."

    print off one citation and attach to this assignment.

24. Using the quick search method, search for the topic "Ebola Virus."

    Print off one citation and attach to this assignment.

    Is the article you selected available in the library?

    ____

25. Using the quick search method, locate materials about Billy Lawrence a musician.

    Articles about Lawrence are available full-image on the system. Please print off one article and attach to this assignment.

ASSIGNMENT SIX

NEWS INDEXES
ASSIGNMENT DUE MARCH 29, 1996

Your name____________________

Read Chapter 11 and the introductions to the six indexes listed below. Each index has a prefatory note, found at the front of each volume.

Newspapers provide accounts of current events and show trends in public opinion. The library subscribes to a number of newspapers and has indexes for the Wall Street Journal, New York Times, Sioux Falls Argus Leader, and the Volante.

In this assignment you will have the opportunity to use the following paper indexes:

New York Times Index (Reference index tables)
Wall Street Journal Index (Reference index tables)
Sioux Falls Argus Leader Index (Reference index tables)
Volante Index (Reference index tables)
Facts on File (Reference collection)
The London Times Index (Reference index collection)

Please read the prefatory notes or the user's guides for these indexes.

For informational purposes only - the current six months of the New York Times and the Wall Street Journal are available on both the InfoTracs and the Powerpage computers near the reference desk.

---

1. Where is the library's newspaper microform collection located?

   ____

2. Does the library have a microfilm subscriptions to the Wall Street Journal and the Sioux Falls Argus Leader?

   Wall Street Journal yes____ no__

   Sioux Falls Argus Leader yes_____ no___

For questions 3-7 use the New York Times Index please read the prefatory remarks "how to use the New York Times Index" available at the beginning of each index.

3. Use the New York Times Index (1994), what does the following citation below mean? Read the prefatory remarks title "How to use the New York Times Index located at the beginning the index.

(S) Ja 7, IV, 32:1

(S) ____________________
Ja ____________________
7 ____________________
IV ____________________
32 ____________________
1 ____________________

4. Does the New York Times Newspaper Index (1994) contain abstracts for selected newspaper citations.

Yes ______ No ________

5. Using the New York Times Newspaper Index (NYT 1994) locate a newspaper citation about "Ecogen Inc"

Length of article __________

Date, section and page ______________________

Make a copy of the article using a microfilm reader available in the Learning Resources Laboratory.

6. Using the New York Times Newspaper Index 1994 determine if there is an article available about "Boys Town"

Length of article _______________

Date, section and page ___________________________

7. Locate an article in the New York Times Newspaper Index 1994 about the motion picture "8 Seconds."

Date, section and page _____________________________

For questions 8-11 use the Wall Street Journal Index
Please read the "User's Guide" found on pages iii-vi at the beginning of the index.

8. The Wall Street Journal Index (1994) is divided into two volumes please name them:

   1. ____________________
   2. ____________________

9. To simplify research the index provides the approximate length of each article. What is the length of (M) article.

   ____

10. Locate in the Wall Street Journal Index, (1994 -corporate index) an article about the Mobil Oil Corp. and its problem with industrial espionage.

    What is the article about?____________________________

    ____

    Date, section and page in the Wall Street Journal

    ____

11. Locate an article about "William R. Hewlett" in the Wall Street Journal Index (1994 - corporate index)

    provide date and paging ____________________________________

For questions 12-14 use the Sioux Falls Argus Leader Index. Please read the prefatory notes found at the front of the index that explains its use.

12. What does the citation 1/25/1994 C011 mean?

    ____

13. Locate an article about the "Leland Ash." Use the Sioux Falls Argus Leader Index 1994

    provide date and page citation ____________________________

14. Locate an article about "Lake Madison."
Use the Sioux Falls Argus Leader Index, 1994

provide date and page citation____________________

Use Facts on File 1995 (Ref D 410 F3 1994) to answer questions 15-16 below. Read the instructions for using this index found inside the cover of the binding. Use the index printed on the yellow pages to answer the following questions.

15. Locate an article about the "David Cone," in Facts on File (1995).

Provide date of event and page number in Facts on File

____

16. Locate an article in Facts on File (1995) about the "Pajaro River"

provide date of event and page number in Facts in File

____

Use the Volante Index to answer following questions.

17. Find an article about "Prof. James Stewart."

provide date and page number ______________________________

18. Where are older copies of the Volante kept in the library?

____

Use The Times Index (1994) to answer the question below. Read the prefatory note title "How to use The Times Index" 1994.

20. Use the The Times Index (1994) and locate a book review about And the Band Played On"

Provide page reference ______________________________

ASSIGNMENT SEVEN

BIOGRAPHICAL INDEXES
ASSIGNMENT IS DUE APRIL 5, 1996

Students name ______________________________
Date ______________________________

Read Chapter Eleven "Biographical Information" in your instructional packet.

Questions 1-4 below are from the Biography and Genealogy Master Index 1996. Read the page titled highlights and introduction on pages ix, xi.

1. How many citations and biographical dictionaries does the The Biography and Genealogy Master Index (BGMI) contain?

   ----

2. The inside of the binding of the BGMI contains a list of biographical dictionaries that are indexed. Determine if the library subscribes to the following (use of online catalog):

   Poetry Criticism ____________

   Theatrical Directors ________________

3. Locate a biography of "Barbara C. Jordan" using the BGMI. List the biographies she is listed in. Does the Library subscribe to the biography she is listed in?

   ----

4. Using the BGMI locate biographical material about Stanley Cavell, list the publications he is in. Does the Library subcribe to any of the the biographies he is listed in.

   ____

   ____

Questions 5-7 are from the Biography Index. Read the prefatory remarks found at the beginning of the Biography Index (Sept 1994-August 1995) this index is located on the index tables near the reference desk.

5. Using Biography Index a biography about "John Berry"

Publication it appears in ____________________________

6. Locate a biography using the Biography Index about "Val Lewton."

Publication it appears in __________________________

7. The Biography Index has a section listing persons by profession or occupation. Using this index locate a biography of a "Skiers" and a "Groundskeepers".

Name of individual _________________________

Name of individual __________________________

Questions 8-10 relate to Current Biography Yearbook (Ref CT 100 C8 1994). Read the preface.

8. Locate a biography about Bill Clinton. Where was she born? Does the biography include a picture of the individual?

____

____

9. Using Current Biography Yearbook where was Betsey Johnson born?

____

10. Does Current Biography Yearbook include a separate obituary section? If so, when did Don Ameche die?

A. Yes ____ No ___

B. ____

Questions 11-13 are from Who's Who in America". Please read the preface found in volume 1. (Ref E 663 W56 V.50 1996)

11. Who many biographees are included in the 50th edition of of Who's Who in America?

____

12. Using Who's Who in America locate biographical data about "Charles Henry Budke what is his occupation?

____

13. Is there a biographical data about "Chip Deffaa" in Who's Who in America, what is his birth date?

____

Questions 14-15 are from Who's Who in the Midwest
Please read the preface. (Ref E 176 W647x V.24 1994-95)

14. Biographies from what states are included in Who's Who in the Midwest.

__________ __________ ______________

__________ __________ ______________

__________ __________ ______________

__________ __________ ______________

15. Is "Linda Jandik" listed in Who's Who in the Midwest, what is his occupation.

____

Questions 16-18 are from Who's Who of American Women located in the reference collection. Please read the preface.
(Ref CT 3260 W5 1995-96)

16. How many biographical sketches are included in the 19th edition.

____

17. Locate a biography about "Bella Abzug", using Who's Who of American Women. What is her profession?

____

18. List some types of biographical data (birthdate, etc) that is typically found in the Who's directories.

____

____

Questions 19-21 relate to the Dictionary of American Biography. (Ref E 176 D563 suppl. 10.). Please read the prefatory remarks.

19. When was the first volume of the Dictionary of American Biography published? How many biographical sketches are included in the total work?

____

____

20. Locate a biography of "John Wayne" Dictionary of American Biography, where was he born?

Questions 21-22 relate to the Pseudonyms and Nicknames Dictionary. (Ref CT 120 P8 1987). Please read the Preface to this dictionary.

21. What are some of the nicknames that Charles William Eliot was known by.

22. Clay Pice Alice is a pseudonym for?

ASSIGNMENT EIGHT

ESSAYS IN COLLECTIONS
ASSIGNMENT IS DUE APRIL 19, 1996

Students name ______________________________

Date ____________________

Read chapter 13 in the Instructional packet.

In this assignment you will have an opportunity to use the following resources:

Essay and General Literature Index (Reference Index Tables)
Columbia Granger's Index to Poetry (Ref PN 1022 H39 1994)
(Ref CT 100 C8 1994)
Play Index (Ref PN 1625 P53x 1988-1992)
Short Story Index (Ref PN 3325 C66x 1989-1993)
Familiar Quotations (Ref PN 6081 B27 1992)

Questions 1-3 are from Essay and General Literature Index (1990-94), this index is located near the main floor reference desk on a index tables. Please read the "Prefatory Note" in the Essay and General Literature Index which is found at the beginning of index.

1. Using the Essay and General Literature Index (1990-1994)

   Find an essay about "South Dakota."

   What is the title of the essay______________________

   Who is the author______________________

   Title of the book it appears in______________________

2. Using the Essay and General Literature Index (1990-1994) Locate an essay about "German Politicaly Poetry".

   What is the title of the work that the essay appears in.

   ____

3. Locate an essay in the Essay and General Literature Index (1990-1994) about "Sparta". Who wrote the essay?

____

____

The following questions 4-7 are from Columbia Granger's Index to Poetry (Ref PN 1022 H39 1994). Please read "How to use the Columbia Granger's Index to Poetry"

4. Locate a poem titled "In the Park."

Who wrote the poem?__________________________________

This poem is found in (provide name of book)

____

5. Locate a poem titled "To My Cat."

What is the poet's full name?__________________________

6. Locate a poem about baby-sitting. What is the title of the poem and who is the author.

____

____

7. Locate a poem about the subject house painting.

Who is the poet?____________________________

In what book can you find this poem? ____________________

____

____

The following questions 8-12, are from the Play Index (Ref PN 1625 P53x 1988-1992, please read the preface.

8. How many plays does this volume index (1988-1992)

____

9. The Play Index has a number of indexes that can assist users in finding the plays they need, name them:

a. ______________________________

b. ______________________________

c. ______________________________

10. Locate a play about "Battle of Wounded Knee Creek". Who wrote the play? What is the name of the play?

a. ______________________________

b. ______________________________

11. Locate a play by "T. H. Tolmasoff", what is the title of play? Does the library have this book in its collection?

a. ______________________________

b. ______________________________

12. Locate a play for variable cast with 3 characters.

Who is the author?______________________________

What is the name of the play? ____________________

____

____

13. Who wrote the play titled "The Monkey and the Crocodile?"

Who is the author?___________________________

Use the **Short Story Index** (Ref PN 3325 C66x 1989-93) to answer questions 13-16. Read "Directions for Use" found at the beginning of the **Short Story Index**

14. How is the Short Story Index arranged (organized)?

15. What is the name of the short story authored by Michael Pritchett? Does the library have this story in its collections?

16. Who wrote the "Fame, like beauty, divides."

Who is the author? ______________________________

17. Jane Harris wrote a short story titled "Excellent wee boat," in what source can you find this story?

The following questions 17-21 are from **Familiar Quotations** (Ref PN 6081 B27 1992). Read a "Guide to the Use of **Familiar Quotations**" at the beginning of this index.

18. How is Familiar Quotations organized?

19. "Don't one of you fire until you see the whites of their eyes," who is responsible for this quote and on what occasion?

20. Who said "We have met the enemy, and they are ours."

____

21. Who said "do not go gentle into that good night?

____

22. Who said "Brother can you spare a dime?

____

ASSIGNMENT NINE

GEOGRAPHICAL SOURCES

Assignment is due May 3, 1996

Your Name ____________________

Date ____________________

Read chapter 10 in the instructional packet. Please read the prefatory notes for each resource listed below before attempting to answer the questions below.

In this assignment you will be using the following resources:

Topographic maps and their indexes
Times Atlas of World History (Atlas G1030 T54 1991)
Atlas of American History (Ref G 1201 S1 I3 1978)
The Times Atlas of the World (Atlas Stand 1st floor G1021 J67 1992)
Rand McNally Commercial Atlas & Marketing Guide (Atlas Stand 1st floor G 1019 R36x 1995)
Chambers World Gazetter (Ref G 103.5 C44 1988)
Background Notes (Ref G 59 U5)

To locate maps in the library you need to use a number of different approaches depending upon the type of map or information you desire.

The I. D. Weeks Library map collection in the scale of 1:24,000 & 100,000 maps are **arranged alphabetically**, by their quadrangle name in the black metal map cases on the 3nd floor, west side (old section of the library).

Questions 1-6 below deal with topographic maps that are published at a scale of 1:24,000 and 1:100,000. You will need to use the South Dakota Index to Topographic and Other Map Coverage, which is on reserve, ask for # 364, read pages 1-5, and note how this index is arranged.

1. How many square miles are covered on a 1:24,000 (7.5 minute) topographic map?

   ____

2. What does the contour line represent on a topographic map?

____

3. What is the name (not the index number) of the 1:24,000 topographic map that has Fourmile, S.D., on it. (see block 43101, on page 22, in the South Dakota Index to Topographic and other map coverage)

____

4. What is the name (not the number) of the 1:24,000 topographic map that has Tabor, S.D. on it. (block 42097)

____

5. What 100,000 (page 34) scale maps provide coverage of Harding County, S.D. area (see page 33 to determine where Harding County is located).

____

6. Name the rivers and streams that are identified on the Hub City 1:24,000 map. This map is available on reserve ask for #367.

____

____

7. Using the online catalog how many Iraq maps are available in the library. Show the online commands you used. Remember to use the format command FO=map

a. ____

b. ____

8. Use the Times Atlas of World History (Atlas G1030 T54 1991 to identify the following information. Locate a map depicting Timur's empire.

Provide page #. ________________________________

In what century was this empire in existence?____________

9. Locate a map of Paul Revere's route April 18-19, 1775. Use the Atlas of American History (Ref G 1201 S1 I3 1978), provide page and map title name.

10. What is the Latitude and Longitude of Agnita, Romania? Use The Times Atlas of the World (Ref G 1021 J67 1992, this atlas is located on a stand on the main floor opposite the reference desk)

11. Use The Times Atlas of the World (Ref G 1021 J67 1992) and locate San Angelo, Texas, name the two large reservoirs located near this place.

12. Use the Commercial Atlas & Marketing Guide (Atlas Stand 1st floor G 1019 R36x 1996) located on the atlas stand) and find the 1990 census of population for Brandon, S.D. (use the index of cities, towns, ... in the atlas)

13. What is the zip code for Wakonda, Clay County, use the Commercial Atlas & Marketing Guide.

14. Use Chambers World Gazetteer (Ref G 103.5 C44 1988) and determine what the Indian name for Mount McKinley is?

15. Use Background Notes (Ref G 59 U5), and determine the type of government that Oman has.

16. What is the per capita income of South Korea use Background Notes?